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ABSTRACT

The 1975 edition of the West Liberty State College faculty handbook outlines the college's general institutional authority within the West Virginia state higher education system including organizational charts for faculty and administration. The academic structure of the college is detailed as policies regarding academic matters including academic freedom, professional ethics, teaching loads, attendance, grading, faculty evaluation, and grievance procedures. The handbook discusses employment policies and procedures such as appointments, leaves, tenure, salaries, fringe benefits, and services and facilities available to faculty. (JMF)

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FACULTY

HANDBOOK



U.S. DEPARTMENT OF HEALTH,
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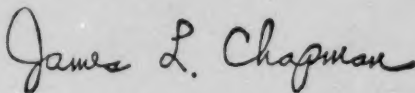
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(Revised 1974)

PRESIDENT'S FOREWORD

The printing and distributing of a faculty handbook is an honest attempt on the part of the college administration to place in writing those expectations and policies which serve to provide a framework for the orderly operation of the College. Apart from such, there can be confusion and frustration engendered in trying to settle in a fair manner differences of ideas and opinions on matters of vital importance to the faculty such as tenure, promotion in rank, sabbaticals, academic freedom, and many others.

A faculty handbook, however, can never take the place of reasonableness and fairness in the academic community which must be exhibited by all persons concerned with the welfare of a college. The human factor of a college must be provided by each member of the faculty and administration in order to fulfill the unique role of an educational institution in its attempt to produce graduates who are more humanized and humanizing following the time they spend on a college campus. As such, the faculty handbook is only a vehicle for communicating and recording policies and practices of the academic community. Each of us provides the final and ultimate element of the College—the serious undertaking of one human being attempting to be involved in a significant way in the educating of another human being.

A handwritten signature in cursive script that reads "James L. Chapman". The signature is written in dark ink and is positioned above the printed name.

JAMES L. CHAPMAN, President

GENERAL INSTITUTIONAL AUTHORITY

The West Virginia Board of Regents

The Board of Regents, established by an Act of the West Virginia Legislature in 1969, is empowered to exercise general determination, control, supervision, and management of the financial, business, and educational policies and affairs of all state colleges and universities.

The Board of Regents consists of ten members. Nine members are appointed by the governor for overlapping terms of six years and the tenth member is the state superintendent of schools, who is ex officio and without vote. To perform its functions, the Board of Regents maintains a small staff of professionals headed by a chancellor who serves as chief executive officer of the state system of higher education.

To ensure a clear line of communication with the constituent members of the academic community, several advisory councils provide input to the Board of Regents, including the Advisory Council of Students, the Advisory Council of Faculty, and the Advisory Council of Public College Presidents. Each institution is also represented on eight Advisory Committees.

The Board of Regents has expressed commitment to institutional autonomy. Broad state system guidelines are provided through Policy Bulletins, within the framework of which each president is charged with responsibility for the administration and operation of his/her institution.

The President

Early in its existence, the Board of Regents established an operating policy which depicts clearly its philosophy of governance and the administration of the institutions of higher education under the Board's jurisdiction. Designed to promote institutional autonomy, the Board delegated to each institutional president maximum responsibility for the administration and operation of the institution within the framework of broad state system guidelines. The president has responsibility to implement Board of Regents' policies and to develop and execute internal institutional policies consistent with the policies of the Board of Regents.

Standing Committees

Admissions and Credits: Administers faculty and state regulations regarding problems related to admissions and credits.

College Council: Shares student and faculty viewpoints, makes recommendations to administration, faculty, and student government; approves student activities budget and student organizations.

College Relations: Suggests plans and programs in order to engender and build good will from the various publics of the College.

- Concert Series:** Selects performers and formulates policies.
- Curriculum:** Supervises curriculum development and academic affairs.
- Electronic Data Processing:** Formulates policy recommendations pertaining to the efficient and effective management of the computer center.
- Executive Council:** Determines administrative policies and makes recommendations in the areas of faculty authority.
- Financial Aids:** Recommends and reviews policy for the operation of the financial aids program; serves as a student appeal board.
- Honors Council:** Administers the honors program.
- Human Relations:** Serves in advisory capacity to the president pertaining to campus-related racial and minority problems in order to educate and sensitize the larger campus community to such problems.
- Interfaith Campus Ministry:** Coordinates and oversees religious activities; gives official recognition to campus ministries and their representatives; establishes policies with regard to use of the interfaith chapel.
- Judiciary:** Investigates and rules upon cases of alleged student misconduct as referred to the chairperson of the Committee by administrative officers, faculty, students, or others. Decisions involving suspension or expulsion are dependent upon approval by the president of the College.
- Library:** Aids in ascertaining the needs of the Library; helps in the development of library services; aids in the establishment of rules and regulations for the Library; hears complaints pertaining to the Library.
- Men's Athletic Council:** Plans and supervises the men's intramural program; assists director of athletics in administration of faculty, state, and accreditation policies concerning intercollegiate athletics.
- Residency Appeal:** Hears cases of those students who desire to appeal tuition residency status.
- Student Services Study:** Studies the administration of student services such as the Library, Health Service, Cafeteria, College Union, etc.; makes recommendation to the appropriate administrative officers at the College (the president of the College shall receive a copy of any such recommendations); hears and investigates complaints concerning student services.

Teacher Education: Coordinates the teacher education program.

Traffic: Hears appeals regarding the enforcement of traffic and parking regulations.

Women's Athletic Council: Defines policy and approves plans submitted by the Women's Intramural Board; assists the director of athletics in the administration of faculty, state, and accreditation policies concerning intercollegiate athletics.

ADMINISTRATIVE CHART

WEST VIRGINIA BOARD OF REGENTS

PRESIDENT

DIRECTOR OF COLLEGE RELATIONS
AND ALUMNI AFFAIRS

DEAN OF
ADMINISTRATION

ACADEMIC DEAN

BUSINESS MANAGER

REGISTRAR AND
DIRECTOR OF ADMISSIONS

DIRECTOR OF STUDENT
PERSONNEL SERVICES

Director School of
Business & Economics

Director School of
Education

Director School of
Fine Arts

Director School of
Health & Physical
Education

Director School of
Health Professions

Director School of
Humanities

Director School of
Natural Sciences

Director School of
Social Sciences

Librarian

Director
Upward Bound

Director
Institutional
Research

Director
Computer
Services

Superintendent
Buildings &
Grounds

Supervisor of
Custodial
Services

Supervisor of
Engineering
Services

Supervisor of
Grounds
Services

Supervisor of
Motor Pool
Services

Personnel
Manager &
Assistant
Business
Manager

Assistant
Personnel
Manager &
Chief
Accountant

Bookstore
Manager

Assistant Registrar &
Assistant Director of
Admissions

Admissions
Counselor

Assistant Director of
Admissions

Director of
Student
Housing

Associate
Director of
Student
Housing

Head
Residents

Director of
Counseling

Counselors

Director of
College
Union

Activities
Coordinator

Director of
Career
Guidance &
Placement

Director of
Health
Services

Nurses

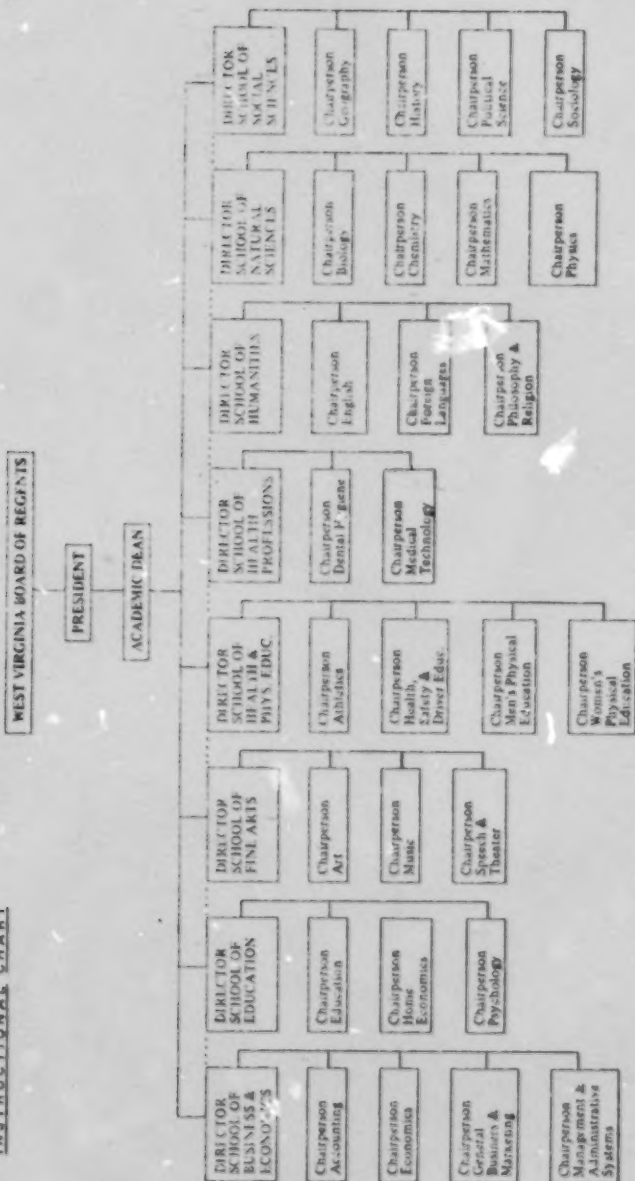
Chief of
Security
Officers

Security
Officers

Key: ——— Line (Authority) Relationship
----- Staff (Cooperative) Relationship

INSTRUCTIONAL CHART

6



Key: — Line (Authority) Relationship
 Staff (Cooperative) Relationship

August 1974

POLICY FLOW CHART

WEST VIRGINIA BOARD OF REGENTS

PRESIDENT

Faculty

Executive Council

College Council

Faculty Senate

Student Government

JOINT COMMITTEES

Standing Committees

Admissions and Credits

Judiciary

College Relations

Library

Concert Series

Men's Athletics Council

Curriculum

Residency Appeal

Electronic Data Processing

Student Services Study

Financial Aids

Teacher Education

Honors Council

Traffic

Human Relations

Women's Athletic Council

Interfaith Campus Ministry

Election

Membership

Program Board

Key: — Line (Authority) Relationship
 Staff (Cooperative) Relationship

August 1974

ACADEMIC STRUCTURE

The Faculty Senate

Constitution and Bylaws (See Appendix A)

Faculty Meetings

Faculty meetings are held at the call of the president or the academic dean, or when requested by 20 percent of the faculty or by a majority vote of the Senate. As indicated in Article VII, Section 1, of the Constitution of the Faculty Senate, the faculty has delegated its responsibilities to the Senate. The faculty has retained the right to review Senate actions as described in Article VII, Section 2, of the Constitution. Also, the general faculty has the right to amend the Constitution as described in Article IX.

All full-time employees of West Liberty State College who have the academic rank of professor, associate professor, assistant professor, or instructor are members of the faculty with the right to vote in faculty meetings. The president, academic dean, dean of administration, business manager, registrar and director of admissions, assistant registrar and assistant director of admissions, director of personnel services, dean of men, dean of women, head librarian, acquisitions librarian, reference librarian, director of the Media Resource Center, director of computer services, director of career guidance and placement and assistant director of admissions, and director of institutional research are also regular voting members of the faculty. The academic dean is the presiding officer. Teaching and laboratory assistants are nonvoting members of the faculty.

The Academic Dean (See Appendix B)

The academic dean is responsible for the total academic affairs of the College. The specific duties of this office are as follows:

1. Counsels students regarding academic and academic-related concerns.
2. Assists with the evaluation of student records.
3. Serves as a resource person in resolving student problems.
4. Stimulates the identification of student needs.
5. Serves as a representative of the faculty to students.
6. Coordinates the preparation of the academic schedules and faculty assignments.
7. Serves as a resource person in resolving faculty personnel concerns.
8. Encourages faculty development through such means as leaves of absence, sabbaticals, in-service training, research, publications, and community involvement.

9. Represents the College at meetings pertaining to academic affairs, e.g., West Virginia Council of Academic Deans, Academic Affairs Advisory Committee to West Virginia Board of Regents.
10. Provides leadership for curriculum evaluation and development.
11. Coordinates the instructional program.
12. Assists in the development of academic policies.
13. Interprets academic policies.
14. Prepares reports concerning the instructional program and faculty.
15. Serves as chairperson of the Curriculum Committee; and as a member of the College Council, Executive Council, Committee on Admissions and Credits, and West Liberty State College Foundation.
16. Chairs faculty meetings.
17. Recommends to the president regarding such matters as faculty recruitment, appointment, evaluation, promotion, and retention.
18. Assists in preparation of the academic budget.
19. Advises the president on faculty and academic matters.
20. Acts for the president in his absence.

The Dean of Administration

The dean of administration shares, with the academic dean, the responsibility for certain academic matters of the College, as well as certain general administrative matters. The specific duties of this office are as follows:

1. Assists the academic dean with his duties, including academic counseling, evaluation of student records, and evaluation and appointment of faculty and class assignments.
2. Assists the academic dean in matters pertaining to student and faculty grievances, promotions, tenure, and sabbatical leaves of faculty.
3. Coordinates continuing education and community-service programs.
4. Coordinates the activities of and has administrative responsibility for computer services; in this regard, serves as chairperson of the EDP Committee and serves on the West Virginia Board of Regents' Computer Advisory Committee.

5. Coordinates and has administrative responsibilities for library services.
6. Serves as coordinator for all federal programs except those dealing specifically with direct student financial aid.
7. Serves as institutional representative for Title I-HEA.
8. Serves as institutional liaison officer to the Office of Federal Programs of the American Association of State Colleges and Universities.
9. Coordinates and directs the management information system of the College.
10. Prepares institutional reports for off-campus agencies other than those reports dealing specifically with a particular department or those prepared by the director of research.
11. Serves as chairperson and convenes regularly scheduled meetings of mid-management personnel, i.e., assistant registrar, assistant business manager, etc.
12. Coordinates institutional efforts for obtaining government surplus equipment and commodities.
13. Coordinates summer instructional program and prepares summer bulletin.
14. Coordinates orientation program for new faculty.
15. Serves as administrative representative to the honors program.
16. Serves as Director of the School of Health Professions, having direct administrative responsibility for the School of Dental Hygiene and the Department of Medical Technology.
17. Serves on standing committees: Curriculum Committee, College Council, etc.
18. Acts for the president and/or academic dean in their absence.

School Directors (See Appendix B)

For listing of schools, see Instructional Organizational Chart on page

Each school of the faculty has a director appointed by the president, usually for a three-year term. Normally a school director is a professor with tenure status. The major duties of school directors are as follows:

1. Serve as liaison between school faculty and academic dean.
2. Supervise the use of the school's physical facilities.
3. Coordinate departmental recommendations and submit to the academic dean the following:
 - a. Evaluation of prospective and present faculty.
 - b. Budgetary assignments.
 - c. Curriculum changes.
 - d. Teaching schedules.
 - e. Catalog materials.
4. Insure fulfillment of all departmental functions.

Department Chairpersons (See Appendix B)

For listing of departments, see Instructional Organizational Chart on page .

Each department within each school has a chairperson appointed by the president, usually for a two-year term. The major duties of department chairpersons are as follows:

1. Serve as liaison between departmental faculty and school director.
2. Supervise the use of the department's physical facilities.
3. Recruit and evaluate faculty members.
4. With consensus of departmental faculty, prepare and submit to the director of the school the following:
 - a. Departmental budget.
 - b. Curriculum changes.
 - c. Teaching schedules.
 - d. Catalog materials.
5. See that students within their departments are represented in an advisory capacity at departmental meetings.

Standing Committees Related to Academics

Each biennial catalog contains a list of standing committees. Some committee members are appointed by the president, some are elected by the faculty, and others by student government. The responsibilities of the standing committees are summarized in the catalog, but detailed information regarding the work of the following committees may be significant:

Curriculum Committee

The Curriculum Committee, composed of the academic dean (the chairperson), the dean of administration, the directors of the eight schools, four faculty members selected by the Faculty Senate, and two student representatives elected by student government (one student has a vote), concerns itself with the following matters and procedures:

- a. Considers for proposal to the faculty any new degree program.
- b. Considers for proposal to the faculty any major or minor program additions or deletions within a degree program.
- c. Considers for proposal to the faculty any changes, additions or alterations to the general education program.
- d. Considers for proposal to the faculty any curricular changes by one school that affect course offerings of other schools.
- e. Acts on proposals for course additions and deletions.
- f. Acts on proposals for changes in course titles, numbers, credits, descriptions and prerequisites.
- g. Acts on other proposals which have a direct effect on the curriculum.

Recommendations regarding these items are made to the Curriculum Committee by the directors of the schools and their faculty colleagues. The Faculty Senate, not the Curriculum Committee, has final authority over curricular changes, such as the proposed institution of new curriculums and major changes in degree requirements that are required to be submitted to the State Board of Regents for confirmation.

Honors Council

The Honors Council administers the honors program. (See College Bulletin for a description of the honors program.)

Admissions and Credits Committee

The Admissions and Credits Committee administers faculty and state regulations regarding problems related to admissions and credits.

ACADEMIC MATTERS

Professional Ethics

Statement on Professional Ethics (approved by the West Liberty State College faculty March 23, 1970):

1. The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon him. His primary responsibility to his subject is to seek and to state the truth as he sees it. To this end he devotes his energies to developing and improving his scholarly competence. He accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. He practices intellectual honesty. Although he may follow subsidiary interests, these interests must never seriously hamper or compromise his freedom of inquiry.
2. As a teacher, the professor encourages the free pursuit of learning in his students. He holds before them the best scholarly standards of his discipline. He demonstrates respect for the student as an individual, and adheres to his proper role as intellectual guide and counselor. He makes every reasonable effort to foster honest academic conduct and to assure that his evaluation of students reflects their true merit. He respects the confidential nature of the relationship between professor and student. He avoids any exploitation of students for his private advantage and acknowledges significant assistance from them. He protects their academic freedom.
3. As a colleague, the professor has obligations that derive from common membership in the community of scholars. He respects and defends the free inquiry of his associates. In the exchange of criticism and ideas he shows due respect for the opinions of others. He acknowledges his academic debts and strives to be objective in his professional judgment of colleagues. He accepts his share of faculty responsibilities for the governance of his institution.
4. As a member of his institution, the professor seeks above all to be an effective teacher and scholar. Although he observes the stated regulations of the institution provided they do not contravene academic freedom, he maintains his right to criticize and seek revision. He determines the amount and character of the work he does outside his institution with due regard to his paramount responsibilities within it. When considering the interruption or termination of his service, he recognizes the effect of his decision upon the program of the institution and gives due notice of his intentions.
5. As a member of his community, the professor has the rights and obligations of any citizen. He measures the urgency of these obligations in the light of his responsibilities to his subject, to his

students, to his profession, and to his institution. When he speaks or acts as a private person he avoids creating the impression that he speaks or acts for his college or university. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Academic Freedom

(Quoted from Board of Regents' Policy Bulletin No. 36, Item 1)

"The necessity of academic freedom at West Virginia state colleges and universities is self-evident. The West Virginia Board of Regents recognizes that the vigilant protection of constitutional freedoms is nowhere more vital than in the colleges and universities under its jurisdiction. Faculty members and students must always remain free to inquire, study, and evaluate.

"Academic freedom guarantees the liberty of members of the academic community to freely study, discuss, investigate, teach, conduct research and publish, depending upon their particular role at the institution. Administrators shall have the same freedom in these areas. While the term 'academic freedom' is most often used in describing the rights of faculty members of a college or university, students are also entitled to the right of academic freedom. To all of those members of the academic community who enjoy academic freedom, there are, commensurate with such freedom, certain responsibilities.

"Faculty members, whether tenured or on probationary status, shall be entitled to full freedom in research and in the publication of the results of such research, subject to the adequate performance of their other academic duties which may include designated research, extension service, and other professional duties. Further, each faculty member is entitled to freedom in the classroom in discussing the subject taught. In addition, when faculty members speak or write as citizens outside of the college or university, they shall be free from institutional censorship or discipline.

"The concept of academic freedom should be accompanied by an equally important concept of academic responsibility. The faculty member at a West Virginia state college or university is a citizen, a member of a learned profession and a representative of an educational institution. As such, a faculty member, together with all members of the academic community, has the responsibility for protecting, defending, and promoting individual academic freedom and academic freedom for all members of the community. The faculty member is responsible also as a teacher for striving to speak with accuracy and with respect for the similar rights and responsibilities of others. In speaking only as an individual or for a limited group, the faculty member should not imply or claim to be a spokesman for the institution in which employed."

Teaching Loads

The College is committed to the goal of a normal teaching load of 12 semester hours a semester for full-time teaching personnel but, because of uneven enrollments among the various schools and to maintain flexibility in teaching assignments, considers 12 hours as a minimum assignment and 15 hours as a maximum.

Normally, when a full-time faculty member is assigned teaching responsibilities beyond 15 credit hours per semester, the faculty member will be compensated according to the **Pay Schedule for Overload Teaching**. An assigned teaching load in excess of 15 credit hours per semester must be approved—no later than at the time of registration—by the department chairperson, school director, and academic dean. Normally, faculty members who elect (non-assigned teaching responsibilities) to serve students by teaching in excess of 15 credit hours per semester will not be compensated.

Teaching Materials

Faculty members, in consultation with their department chairperson and school director, generally select textbooks and other teaching materials for their courses. When more than one person is involved in teaching the same course, however, faculty members and the department chairperson are expected to reach an agreement about the textbook and other teaching materials to be used.

Class Schedules

The academic dean is responsible for the class schedule. Through their department chairpersons and school directors, faculty members are expected to recommend classes to be offered. The coordination of these recommendations into a workable schedule is the responsibility of the academic dean. All classes and laboratory sessions are expected to meet the full length of the scheduled periods.

Faculty Attendance—Classes and Other Functions

There are three types of occasions at which faculty attendance is expected: (1) classes, laboratories, rehearsals, and official committees; (2) commencement exercises; and (3) faculty meetings.

In addition to the occasions for which faculty attendance is expected, there are many other campus activities of interest including convocations, special programs, athletic events, plays, concerts, recitals, lectures, Faculty Club meetings, dances, etc. It is scarcely possible for anyone to attend all of these. Most teachers, both from a sense of obligation and for the pleasure or benefit anticipated, attend representative activities even though they do not have direct responsibility for them.

The department chairperson, or in his/her absence the school director, has authority to excuse a faculty member from any duties for one day, or a few days for reasons of illness or for attendance at professional meetings. Arrangements should be made in advance by an office visit or a telephone call. When a class meeting has been missed by a faculty member, every effort should be made to schedule the class another day.

Unusual requests for absence from duties require the approval of the academic dean.

Student Class Admission and Attendance

Under state regulations no student is permitted to attend classes until tuition and fees have been paid. Accordingly, the registrar does not include on the class lists students whose bills have not been paid. During the period at the beginning of each term when schedule changes are permitted, it is not advisable to enter the names of students in the record book.

Faculty members should be familiar with the catalog statement on class attendance. Students are not arbitrarily granted any class cuts.

A policy statement adopted by the faculty contains the following: "It is the policy of West Liberty State College that class attendance by students be encouraged and that all instructors organize and conduct their courses with this policy in mind. A student should attend every class for which he/she is scheduled and should be held responsible for all work covered in the courses taken. In each case, the instructor should decide when class absence constitutes a danger to the student's scholastic attainment and should make this fact known to the student at once. Students whose irregularity in attendance causes them, in the judgment of the instructor, to become deficient scholastically may run the risk of receiving a failing mark or receiving a lower grade than they might have secured had they been in regular attendance."

Before the end of the first full week of classes, students are to be informed of each faculty member's class attendance policy, a written copy of which is to be filed with the department chairperson.

The academic dean and the dean of students have requested instructors to report names of students whose class standing is in jeopardy because of excessive class-cutting.

The Health Service does not provide students with excuse slips in the case of student illnesses. If a faculty member wishes to verify a student's illness, the faculty member must call the Health Service.

Student Withdrawal from Class

If withdrawal from class occurs by the end of the school day marking the mid-semester, the student is to be assigned a "W." A "W" is

also given if a student withdraws from a course anytime after mid-semester and before the last regularly scheduled class meeting providing the student is passing the course at the time of withdrawal. An "F" will be given if a student withdraws anytime after mid-semester and before the last scheduled class meeting if the student is failing the course at the time of withdrawal.

A student who does not officially withdraw from a course shall be notified by a form letter from the Registrar's Office (upon the request of the instructor) and be given an opportunity to withdraw. At the end of the semester, if the student has not withdrawn properly or it has been impossible to communicate with the student, he/she shall receive an "F."

Examinations

A final examination week is scheduled for the last week of each semester. For single-section courses, each instructor, with permission of the chairperson of the department, shall have the option as to whether a final examination will be administered during the scheduled final examination week. In multiple-section courses, approval must be received from the department chairperson before the finals are waived. Instructors will relay their decisions on final examinations to their department chairperson and school director at least one month in advance of finals week.

Academic Dishonesty

At the discretion of the instructor, a course grade of "F" may be awarded in cases of academic dishonesty occurring at any time during the semester.

Grades and Quality Points

The letter system of marks and grading is employed by West Liberty State College. Equivalents are as follows:

Grade	Meaning	Quality Points Per Semester Hour
A	Superior	4
B	Above average; good	3
C	Average	2
D	Below average; passing	1
F	Failure	0
I	Incomplete (to be given at discretion of the instructor and must be completed within one semester after end of course or an "F" will be recorded). Failure to re-enroll in college during the succeeding semester will not extend time permitted to remove incomplete grades unless application for a specific extension is made to the Committee on Admissions and Credits. Students do not re-register for the course in which the incomplete was received.	
K	Credit without grade. Does not affect quality points.	
W	To be given if a student officially withdraws from a class by the end of the school day marking the mid-semester. A "W" is also given if a student withdraws from a course any time after mid-semester and before the last scheduled class meeting providing the student is passing the course at the time of withdrawal. An "F" will be given if	

a student withdraws any time after mid-semester and before the last scheduled class meeting if the student is failing the course at the time of withdrawal.

If a student earns a grade of "D" or "F" on any course taken no later than the term when a total of 60 semester hours is attempted and, if the course is repeated prior to the receipt of a degree, the original grade shall be disregarded for the purpose of determining the student's quality-point average and the grade or grades earned when the course is repeated shall be used in determining the grade-point average. The original grade shall not be deleted from the student's record. This regulation pertains only to graduation requirements and not to requirements for teacher certification which are within the province of the West Virginia Board of Education.

A student may not repeat for credit a course in which a grade higher than "D" has been received. An exception to this rule may be made only by the Committee on Admissions and Credits.

Mid-Semester Reports

Reports of students doing unsatisfactory work are due at the Registrar's Office by the middle of each semester. Mid-semester reports are made only in case the student is averaging a "D" or an "F" and are sent to the Registrar's Office on forms received from that office. Lists of students doing unsatisfactory work are sent by the registrar to faculty advisers.

Reporting Grades

Grades are due at the Registrar's Office not later than 48 hours after the close of a semester. Grades for **probationary** students are to be sent to the Registrar's Office on request on the Saturday immediately following the close of a semester period.

Changing Grades

In the event that a student's grade has been miscalculated and must be changed after the end of a semester, the registrar must be notified in writing. Students are required to report alleged discrepancies to their instructor within five days after the receipt of their grades.

Every effort should be made to insure the accuracy of grade calculations. Grade changes affect the validity of Selective Service listings, honor rolls, and other data.

Grade Appeal

Students who feel that a grade received is not equitable should first consult with the instructor, then the department chairperson, then the school director. If the matter has not been resolved at this point, a written request for review may be submitted to the academic dean. Students have one semester, excluding the summer term, to request a grade review.

Employment Recommendations for Graduates (Placement Bureau)

Seniors are required to have their placement registration forms (credentials) in the Placement Office by November 1 for winter graduates and February 1 for spring graduates. In this connection, a staff or faculty member may be asked to complete a confidential reference statement presented by a senior. These statements should be prepared promptly and forwarded to the Placement Office. Since this document becomes part of the permanent credentials of an individual, care and discretion should be exercised.

Clerical Help (Staff, Students)

All schools are assigned one or more student assistants. Assignments are made by school directors. Monthly assignments range from 10 to 60 hours. The budgetary maximum on student assistants imposes a ceiling on assignments the business manager can make. Any faculty member may ask for a Work-Study student assistant by contacting the school director; however, because of limited funds not all requests may be filled.

Grant Applications and Proposals

All proposals by the institutions of higher education for grants, regardless of the source of funds, shall be reviewed and approved by the Board of Regents. Procedures and instructions to be followed in submitting proposals to the Regents shall be promulgated and revised as necessary by the Board.

All institutional proposals that contain elements which might lead to the development of new academic programs must be approved by the Board of Regents prior to submission to the funding agency. The new academic programs involved must be approved in accordance with established Board of Regents' policy.

All other institutional proposals may be submitted to the funding agency concurrent with submission for Regents' approval. Proposals not approved by the Regents must be withdrawn from the funding agency.

Any questions regarding this policy should be directed to the dean of administration.

Professional Organizations

Those professional organizations most directly concerned with higher education are: the National Education Association, the West Virginia Education Association, the West Virginia Association of Higher Education, the American Association for Higher Education, and the American Association of University Professors. Faculty and administrative officers are urged to consider membership.

Accrediting agencies consider professional memberships significant

in the evaluation of faculty alertness. Faculty members are encouraged to join not only the general associations mentioned in the preceding paragraph but specialized organizations within their own fields.

Professional Travel

Faculty members are encouraged to attend professional meetings which will benefit the individual or the College. To assist faculty in such activities, an annual allocation is made to each school to aid in the defrayal of expenses of attending such meetings. In addition, college-owned vehicles, if available, may be used for transportation to such meetings. Faculty members should make arrangements for travel to professional meetings through their school director and, if the meeting is to be held out-of-state, a travel request form must be submitted to the Business Office one month in advance of the meeting date.

Depending upon available budgetary resources, it is possible for full-time faculty members to apply for reimbursement for expenses incurred by participation in nationally recognized professional association meetings. This implies that a faculty member has been invited to present a professional paper or to speak at a national or international meeting of a professional organization.

If funds are available, full-time faculty may also apply for reimbursement for invited participation at certain regional and state association meetings.

Requests for such payments should be made in writing to the academic dean as soon as the faculty member is notified of possible participation. Since budgetary considerations constitute a major factor in awarding reimbursement, early planning is vital. Each request will be evaluated on its own merit, with many factors such as importance of the association, potential prestige derived by West Liberty State College, and honorariums paid the participant, etc., being considered.

Academic Processions

Two processions are held during each school year: the formal convocation opening the school year and commencement. There may be special occasions for academic processions but these two occasions are held annually. Faculty members are expected to participate and to wear academic regalia when appropriate. The Business Office operates a rental service for those who do not own their own caps, gowns, and hoods.

Platform seats are normally reserved for program participants only. The line of march as agreed to by the faculty is as follows:

1. Flagbearer (commencement only)
Marshalls (commencement only)
President
Speaker
Member, State Board of Regents

Academic Dean
Dean of Administration
Chaplain
Director of Student Personnel Services
Business Manager
Director of Admissions and Registrar
Dean of Women

2. Professors Emeriti in order of retirement priority
3. Professors in order of seniority and alphabetical sequence
4. Associate Professors in order of seniority and alphabetical sequence (including Head Librarian and Coordinator of Education Services)
5. Assistant Professors in order of seniority and alphabetical sequence (including Assistant Registrar, Assistant Librarians, Assistant Personnel Deans, and Adjunct Music Instructors.)
6. Instructors in order of seniority and alphabetical sequence
7. Other full-time instructional personnel in order of seniority and alphabetical sequence.

Faculty Evaluation

See Appendix C for **Faculty Salary Plan and Scales for Faculty Evaluation.**

All institutions of higher education recognize that one of the most important contributions that can be made to strengthen the institution is the improvement of instruction. Helping faculty evaluate and improve their instruction also serves as a basis for administrative decisions regarding probation, tenure, rank, and salary.

The primary responsibility for the evaluation of faculty rests with the department chairpersons. School directors also have evaluative responsibilities--in particular, they are to coordinate departmental recommendations. Department chairpersons and school directors are encouraged to visit classes, hold conferences (particularly with teachers on probationary status), and weigh responsible opinions so that their evaluative reports may be objective and fair. A written report of such evaluations is to be made by each department chairperson and each school director for each probationary faculty member in the school to the president of the College, the academic dean, and the instructor concerned by December 10 of each academic year.

A second report involving recommendations concerning contractual matters for all faculty members is to be submitted to the president and the academic dean by February 1. Included in the evaluative reports shall be information indicating the bases for the evaluation (e.g., class visitations, conferences, etc.), and the criteria of evaluation (e.g., organization of

courses, knowledge of field, etc.), together with the identification of strengths and weaknesses and suggestions for improvement. Forms currently in use may be found in Appendix C.

Reports from school directors both complement and supplement other approaches to evaluation used by the president of the College such as annual reports of activities by faculty members and evaluations by the academic dean.

In order to avoid real or imagined grievances arising from faculty evaluation reports, true and exact copies of all evaluative reports, including recommendations concerning contractual matters, are to be distributed to faculty members. The distribution to faculty members of the true and exact copies should precede the date of submission of official reports to the Academic Dean's Office.

**Grievance Procedures Not Involving
Cause for Dismissal or
Termination of Employment**

(Quoted from Board of Regents' Policy Bulletin No. 36, Item 10)

"'Grievance' shall mean a claim or complaint based upon an event or condition which affects the welfare or condition of appointment of academic personnel and which does not involve causes for dismissal or termination of employment as defined by 11 herein.

"Each institution shall establish fair and equitable grievance procedures at the lowest administrative level for the purpose of securing equitable solutions to the problems which may from time to time arise affecting academic personnel."

See Appendix E for West Liberty State College's **Grievance Procedures**.

EMPLOYMENT

Required Documents and Forms

The documents listed below are required for each professionally educated person employed by West Liberty State College:

1. Official transcripts for all college and university study (to be official a transcript must be sent directly from the Registrar's Office to the West Liberty Academic Dean's Office). These transcripts should certify degrees awarded and all courses applied toward the degrees. Transcripts remain the property of the employee.
2. Two copies of birth certificate or equivalent documents. If requested, our office can make photostatic copies and return originals to the staff member.
3. Signed experience record covering all previous full-time remunerative employment.
4. Signed statement concerning credit towards tenure.
5. Publications report, signed and dated. A report is required even if a staff member reports no publications.
6. List membership in educational associations (such as NEA, WVEA) and learned societies or professional associations of national scope.

All the documents and data listed above should be on file in the Academic Dean's Office prior to the first day of employment; if requested, an extension of time may be granted to the end of the first month of employment if there is difficulty obtaining any of the required material.

The following items are to be supplied the Business Office not later than the first week of employment:

1. Social Security Number.
2. Personnel employment forms—obtainable at the Business Office.

Academic Appointments

Appointment of Academic Personnel

(Quoted from Board of Regents' Policy Bulletin No. 36, Item 2)

"The academic personnel at any of the institutions under the jurisdiction of the Board of Regents shall be those appointees of the Board of Regents at such institution who are assigned by the president of each institution to academic duties which include teaching, research and/or service. This may include, upon the recommendation of the president of an institution and the approval of the Board of Regents, such professional personnel as librarians and those involved in off-campus service.

"Academic personnel appointed to render full-time service for the Board of Regents at any of the institutions shall be appointed to faculty positions in one of the following ranks:

- (1) Professor
- (2) Associate Professor
- (3) Assistant Professor
- (4) Instructor

"Other appropriate titles which more accurately indicate the nature of the position may be used upon the recommendation of the president of an institution and the approval of the Board of Regents."

Service of Academic Personnel

(Quoted from Board of Regents' Policy Bulletin No. 36, Item 3-A, C, D, and E)

"Personnel rendering full-time service to the Board of Regents at one of the institutions, but assigned to administrative or staff duties, either in addition to, or, for the time being, exclusive of, academic duties may, if qualified, be appointed to, or may retain, one of the foregoing faculty ranks in addition to any administrative or staff title.

"The president of an institution shall make all appointments to all positions at the institution, subject to approval of the Board.

"Every appointment of academic personnel at any institution shall be for one fiscal year, or part thereof, in accordance with and in compliance with the annual budget of the Board of Regents, or supplementary actions thereto, as provided by law.

"Every such appointment shall be in writing and a copy of the appointing document shall be furnished to the person appointed. Such document shall contain the terms and conditions of the appointment; provided, however, any special understandings stated therein shall be subject to the approval of the Board of Regents, or otherwise such special understanding shall be void."

Promotion and Rank

(Quoted from Board of Regents' Policy Bulletin No. 36, Item 6)

"Within the following framework each president shall establish in cooperation with the faculty or duly elected representatives of the faculty, guidelines and criteria for promotion.

- (1) There shall be demonstrated evidence that the promotion is based upon a wide range of criteria such as: excellence in teaching, significant contribution and service to the college community, experience, academic achievement, professional growth, research, potential for continued professional growth, and service to the people of the State of West Virginia.

- (2) There shall be demonstrated evidence that in the process of making evaluations for promotions there is participation of persons from several different groups such as: peers from within and from without the particular unit of the institution, department chairperson, dean, and students.
- (3) There shall be no practice of granting promotion routinely nor of denying promotion capriciously.
- (4) The institution shall submit its guidelines and criteria for promotion to the Board of Regents for approval and shall make available such guidelines and criteria to its faculty."

West Liberty State College's Criteria for Rank

Professor. To be eligible for the rank of professor a staff member must hold an earned doctorate or the highest academic degree in his/her field or must have achieved professional eminence and must have had ten years of satisfactory teaching or professional experience. Persons with an earned doctorate at the time of initial employment are eligible for the rank of professor after eight years of full-time employment. The teaching or professional experience should give evidence of continuous professional growth. In addition, a staff member must have achieved a satisfactory record in the following areas: teaching, scholarship, character, institutional and community service.

Associate Professor. For the rank of associate professor a staff member must ordinarily have earned the master's degree plus 30 semester hours of graduate study in his/her field or have earned 60 semester hours of graduate work toward the doctorate. He/She should normally have six years of teaching or professional experience of above-average quality, but persons who have an earned doctorate at the time of initial employment are eligible for promotion to the rank of associate professor after four years of full-time employment. In addition, a staff member must have achieved a satisfactory record in the following areas: teaching, scholarship, character, institutional and community service.

Assistant Professor. For the rank of assistant professor a staff member must ordinarily have earned the master's degree plus 15 semester hours of graduate study in his/her field or have earned 45 semester hours of graduate work toward the doctorate. He/She should normally have three years of satisfactory teaching or professional experience. The experience requirement may be waived at the discretion of the employing institution for holders of earned doctor's degrees. Persons with bachelor's degrees who are teaching in two-year terminal programs only may be promoted to the rank of assistant professor after five years of successful college teaching experience. For employment as an assistant professor a staff member must have achieved a satisfactory record in the following areas: teaching, scholarship, character, institutional and community service.

Instructor. A master's degree is required for the rank of instructor except in certain technological or other specialized fields.

Part-time Employment

(Quoted from Board of Regents' Policy Bulletin No. 36, Item 3-B)

"Academic personnel who are expected to render service limited to only part of their working time in any period, or to particular functions requiring only part of their professional attention to duties at an institution, or to only a brief association with an institution, shall be designated part-time and may be appointed to a position with one of the following titles:

- (1) Any of the faculty ranks, but designated part-time, visiting clinical, or adjunct, as applicable to describe the connection or function.
- (2) Lecturer.
- (3) Assistant, designated graduate, research, clinical or adjunct, as applicable to describe the connection or function."

Joint Appointments

(Quoted from Board of Regents' Policy Bulletin No. 36, Item 5)

"Faculty members may be appointed to perform academic duties at two or more institutions, which duties may include teaching, research, counseling, or other services. For administrative purposes, one institution shall be designated the faculty member's 'home institution,' which institution shall be responsible for granting promotions, raises in salary and tenure; provided, however, when cause therefore shall occur, appropriate counseling, disciplinary action, etc., shall be the responsibility of the institution where the occurrence arose.

"The conditions and the details of the faculty member's joint appointment, including the designation of his 'home institution' and other special arrangements, which may include reasonable expenses, shall be specified in the contract agreed to by the faculty member and the presidents of the institutions sharing his services. Joint appointments will only be made with the consent of the employee.

"Full-time faculty members appointed under joint or contractual appointments shall continue to be considered full-time employees of the 'home institution.'"

Tenure and Probation

(Quoted from Board of Regents' Policy Bulletin No. 36, Items 8 and 9)

Tenure (Item 8)

"Tenure is a system designed to protect academic freedom and to provide professional stability for the experienced faculty member. It is a means of protection against the capricious dismissal of an individual who has served faithfully and well in the academic community. Continuous self-evaluation as well as periodic evaluation by peer and administrative personnel is essential to the viability of the tenure system. Tenure should

never be permitted to mask irresponsibility, mediocrity, or deliberate refusal to meet academic requirements or professional responsibilities. Tenure applies to those faculty members who qualify for it and is a means of making the teaching and research profession attractive to persons of ability.

"Tenure shall not be granted automatically but shall result from action by the West Virginia Board of Regents upon the recommendation of the president following consultation with the department concerned.

"Tenure status may be attained by all full-time employees who hold faculty rank of Assistant Professor or above and whose major assignment is of an academic nature and shall not be contingent upon promotion in rank."

Probation (Item 9)

"When a full-time faculty member is first appointed to teach in any of the institutions of higher education under the jurisdiction of the West Virginia Board of Regents, the appointment shall be on a probationary status, except that persons as defined in 3-B shall not be considered as being either on probation or on tenure.

"The terms and conditions of every appointment shall be stated in writing with a copy of the agreement in the possession of both the institution and the individual concerned before the effective date of the appointment."

Section I below (quoted from Board of Regents' Policy Bulletin No. 36, Item 9-C, D, E, F, G, H, I) is applicable only to faculty whose initial West Liberty State College employment commenced on or after July 1, 1974, and other faculty who have properly optioned for coverage under Board of Regents' Policy Bulletin No. 36:

(1)

"The maximum period of probation shall not exceed seven years; and at the end of six years any non-tenured faculty member will be given notice in writing of tenure, or offered a one-year written terminal contract of employment. Any reduction in this period may be determined at the discretion of the president of each institution within the following guidelines:

- (1) A faculty member appointed to the rank of Instructor shall, if not elevated in rank, serve the maximum seven-year probationary period, and decision thereon shall be made at the end of the sixth year.
- (2) An Assistant Professor may be eligible for consideration for tenure at the end of three years in that rank and at that institution.
- (3) An Associate Professor or Professor may be eligible for consideration for tenure at the end of two years in these ranks and at that institution.

"All faculty members shall serve a minimum two-year probationary period, except under special conditions established by the institution, the president may recommend to the Board of Regents that an Associate Professor or a Professor be granted tenure at the time of initial appointment.

"Administrative personnel with minor academic assignments shall not accrue service credit toward satisfying the probationary period.

"Employment during summer terms, in part-time positions or during periods of leaves of absence, shall not be credited toward satisfying the probationary period.

"During the probationary period contracts will be issued on a year-to-year basis and appointments may be terminated with or without cause at the end of any contract year. During such probationary period no reason for non-retention or nonreappointment need be given.** An appeal from the president's decision as to non-retention may be made by the non-tenured faculty member to the Board of Regents, which will review the decision of the president to determine whether the same has afforded procedural due process and was not in violation of the constitutional rights of the non-tenured faculty member.

"The president of each college or university shall give written notice to non-tenured faculty concerning their retention or non-retention as follows:

- (1) Not later than March 1 of the first academic year of service.
- (2) Not later than December 15 of the second academic year of service.
- (3) At least one year before the expiration of an appointment after two or more years of service in the institution.

"Institutions shall involve the faculty in the periodic review of the performance of academic duties of non-tenured faculty members and the faculty member shall be informed of the results of such reviews in writing."

Section 2 below is applicable to faculty whose effective date of employment was prior to July 1, 1974, and who did not request coverage under the provisions of Board of Regents' Policy Bulletin No. 36 relating to qualifications, contracts, and tenure status:

(2)

A person who has not had at least three years of college or university teaching experience and who is employed to teach in any college or university under the jurisdiction of the West Virginia Board of Regents shall be on probationary status for at least five years. At the end of this period the president shall recommend to the governing board either that

**See Appendix E--particularly Items 8 and 9

the probationary faculty member be placed on tenure or that employment be discontinued at the end of the contractual period. In the latter event, notice shall be given at least one year prior to the expiration of the probationary period.

A person who has taught on the college or university level three or more years before being employed for teaching service in a college or university under the control of the West Virginia Board of Regents shall normally be employed on probationary status for three years before becoming eligible for tenure. At the end of this period, the president shall recommend to the governing board either that the probationary faculty member be placed on tenure or that employment be discontinued at the end of the contractual period. In the latter event, notice shall be given at least one year prior to the expiration of the probationary period.

Notice of Nonreappointment

See also under **Footnote reference page 28

Notice of nonreappointment, or of intention not to recommend reappointment to the West Virginia Board of Regents, will be given in writing in accordance with the following standards.

1. Not later than April 15 of the first academic year of service, if the appointment expires at the end of that year and if the appointment was made after the beginning of the academic year.
2. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
3. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if the second appointment terminates during the academic year, at least three months in advance of its termination.
4. At least twelve months before the expiration of an appointment after two or more years in the institution.

Dismissal

See Appendix D, Board of Regents' Policy Bulletin No. 36, Items 11, 12, 13

Faculty Resignation

(Quoted from Board of Regents' Policy Bulletin No. 36, Item 7)

"If a member of the faculty desires to terminate an existing appointment at the end of the academic year, or to decline a renewal, notice shall be given in writing at the earliest opportunity. Professional ethics, however, should dictate the consideration of the institution's need for having a full complement of faculty at the beginning of the academic year."

Retirement

The Board of Regents' retirement policy and the policy of the State Teachers Retirement Board parallel each other along very similar lines. The West Liberty State College administration interprets that there is virtually no possibility that persons will be employed beyond the age of 65. The retirement policies of the Board of Regents and the West Virginia Teachers Retirement Board are presented below:

BOARD OF REGENTS' RETIREMENT POLICY (Quoted from Board of Regents' Policy Bulletin No. 18)

"RESOLVED, That all employees of the West Virginia Board of Regents as of January 1, 1973 and those employed subsequently thereto shall be retired at the conclusion of the academic year or fiscal year contract period during which they reach their sixty-fifth birthday and in no event later than the June 30 which coincides with or is next after their sixty-fifth birthday.

"BE IT FURTHER RESOLVED, That should the president of a college or university determine that unusual and extenuating circumstances exist whereby the loss of services of a teaching faculty member would seriously weaken or harm the instructional function of the institution, the president may petition the Board of Regents to continue the employment of the faculty member on a year-to-year basis beyond the established retirement date and the Board of Regents will consider and act upon each such request provided:

- (a) The petition, with detailed justification of the circumstances involved, is received by the Board not less than four months prior to the established date of retirement of the individual.
- (b) The total number of yearly extensions granted for an individual shall not exceed two.
- (c) Any extension granted by the Board of Regents to an individual eligible to receive retirement benefits from the State Teachers' Retirement System shall be subject to approval by the State Teachers' Retirement Board."

West Virginia Teachers Retirement Board Policy Statement on Approval of Extensions of Employment for Those Members Age Sixty-five (65) or Older

"The Teachers Retirement Board believes that the policy on extensions of active members age sixty-five (65) or older as of July 1st of each fiscal year is being interpreted with some inconsistency. With the benefit structure providing generally adequate benefits to our members, we have taken and still take the position that in accordance with the Teachers Retirement Code, all members reaching age sixty-five (65) within the school year or fiscal year ending June 30, shall resign at the end of the

current school year or on his 65th birthday and apply for retirement benefits or withdrawal benefits.

"Those employees who are hired after age sixty (60) should be advised that they will not be eligible for a retirement benefit upon reaching age sixty-five (65). They would, however, be eligible for withdrawal of their contributions and interest.

"Requests for extension of members over age sixty-five (65) may be considered when proper certification is given by the county superintendent, state department head, or chancellor of the board of regents. This certification must state that no suitable replacement can be found for the member whose extension is being requested. It must further state that all avenues of recruiting employees have been explored without success.

"The Teachers Retirement Board will consider requests for extensions of members over age sixty-five (65) under the above guidelines without regard to employer and nature of work performed by the member. Requests will not be accepted by the Board prior to August 20th of the current school year."

Vacation (Annual Leave)

Faculty

Faculty members are normally employed on a nine-month basis. During periods in which there is a college recess or on a holiday declared by an authorized official of the College, faculty members are not usually required to be on Campus.

12-Month Employees

See West Liberty State College Personnel Manual, Bulletins 16 and 17.

Sick Leave

Faculty and major administrators do not have a specified sick-leave policy because of the generally satisfactory nature of the present understanding that the College will continue salary payments during periods of illness and convalescence (but not beyond the end of a school year); ordinarily in such cases the duties are performed without additional compensation by other members of the department.

Sabbatical Leave

(Quoted from Board of Regents' Policy Bulletin No. 10)

POLICY REGARDING SABBATICAL LEAVE

"RESOLVED, That the West Virginia Board of Regents, consistent with the provisions of the **West Virginia Code**, Chapter 18, Article 2, Section 12 and Chapter 18, Article 11, Section 5a, hereby adopts the following uniform sabbatical leave plan effective July 1, 1972 and

herewith rescinds effective the same date all sabbatical leave plans for higher educational personnel previously established by the Board of Governors of the West Virginia Board of Education.

(1) Eligibility. Any person holding faculty rank is eligible for sabbatical leave after the completion of at least six years of full-time employment in any one state college or university. After completing a sabbatical leave a faculty member shall not again be eligible until the seventh subsequent year.

(2) Purposes. Sabbatical leave may be granted to a faculty member so that he may engage in research, writing, study or other activity calculated to improve his usefulness to the college or university.

(3) Conditions governing the granting of sabbatical leave. The awarding of sabbatical leave is not automatic but shall depend on the merits of the request and on conditions prevailing in the college or university at the time. Sabbatical leave recommendations will be presented by the President of the institution to the Board of Regents for approval.

"The presidents of the state colleges and universities may develop appropriate criteria for determining the usefulness of the proposed activity to the institution and equitable procedures and standards for processing applications for leaves.

(4) Compensation. A faculty member on sabbatical leave shall receive full salary for one semester of 4-1/2 months or half salary for two semesters totaling 9 months. If a faculty member's salary is not paid wholly from state funds allocated by the Board of Regents, the president shall so inform the Board and justify his recommendations for a sabbatical under such circumstances.

(5) Obligations of the faculty member:

- (a) An applicant for a sabbatical leave shall submit to the president in writing a detailed plan of activity which he proposes to follow.
- (b) In accepting a sabbatical leave, a faculty member shall sign a statement indicating that he is aware of and agrees to all conditions of the leave, including the repayment provision.
- (c) While on sabbatical leave, a faculty member may not accept remunerative employment without the written consent of the president or his designated representative. Fellowships, assistantships and similar institutional stipends shall not be considered remunerative employment.
- (d) Upon return from a sabbatical leave, a faculty member shall file with the president of the college or university a

written report of his scholarly activities while on leave.

- (c) Upon completing a sabbatical leave, the faculty member shall return to the college or university for three years, or repay the compensation received by him during the leave. If he returns for a period of less than three years, the repayment shall be prorated accordingly."

Leave of Absence

Tenured faculty members are eligible to apply for leave of absence. Such applications should be directed to the academic dean and should be submitted far enough in advance to allow sufficient time for planning and for obtaining a substitute instructor. The request for a leave of absence should include the reasons for the leave, the duration of the leave, and any necessary special arrangements. Since the circumstances which necessitate such leaves are quite varied in nature, it has not appeared reasonable to establish specific criteria with which to evaluate requests for leaves of absence. Consequently, each such request will be considered on the basis of its merit and need.

Extension Classes

The determination of classes to be offered in extension depends upon need and financial capability.

Teaching in extension may be considered part of the regular teaching load of a faculty member. Normally, when a faculty member teaches 12 hours per semester on the West Liberty Campus there will be extra compensation for an additional course taught in extension.

West Liberty Work Not Covered Under Board of Regents' Contract

Faculty members who accept assignments (e.g., federal programs) not remunerated by the Board of Regents for 50% or more of their responsibility will not accrue regular faculty benefits (e.g., tenure, rank, sabbatical) while on such assignments. Exceptions to this policy must be approved by the administration.

Faculty members at West Liberty State College should perform whatever teaching and other duties are required by their contracts. It is expected that all such activities will be performed in a professional manner.

Outside Work Not Assigned by the College

(Quoted from Board of Regents' Policy Bulletin No. 36, Item 4-C)

"The appointment of a person to a full-time faculty position at an institution is made subject to the following conditions:

- (1) The appointee shall render full-time service to the institution to which appointed. Outside activities shall not be restricted unless such activities or employment interfere with the adequate performance of academic duties. The administration of each institution shall establish a program of periodic review of outside services of appointees to guide faculty members.
- (2) If outside employment or service interferes with the performance of the regular institutional duties of the appointee, the institution has the right to make such adjustments in the compensation paid to such appointee as are warranted by services lost to the institution, and institutional equipment and materials used."

Summer School Employment

Summer teaching is scheduled within the funds available according to probable demand for classes. The assignment of faculty members is primarily based upon the recommendations of department chairpersons and school directors.

Faculty Appearances Off Campus

Faculty members are encouraged to speak or perform otherwise in the fields of their teaching preparation. The acceptance or refusal of invitations for public appearances is a decision for the individual concerned. In case of conflict with classes, the academic dean may excuse a faculty member from classes when, in his/her judgment, the appearance of the faculty member at some function off campus would contribute favorably to the public relations of the College or serve other educational ends.

Grievance Procedures for Dismissal and Termination of Employment

See Appendix D, Board of Regents' Policy Bulletin No. 36, Items 11, 12, 13. These policies supersede former institutional policies.

PUBLICITY

As the official spokesman for the College, the president is responsible for all phases of public relations. To the director of athletics and the sports information director the president delegates responsibility for newspaper, radio, and television publicity connected with the intercollegiate athletic program of the College. To the director of college relations the president delegates responsibility for news writing and photojournalism with relation to college personnel and activities.

When faculty members make news, appropriate publicity is in order. Professional meetings, publications, lectures, and similar activities are assumed to reflect favorably upon the College as well as upon the members of the faculty involved. It is desirable, therefore, that the director of college relations be furnished with the pertinent details as early as possible.

It is important that all college publicity be channeled through one official source. Faculty members are expected to consult the president or the director of college relations before initiating outside contacts for publicity purposes.

Wheeling **Intelligencer**, Wheeling **News-Register**, Martins Ferry **Times-Leader**, Weirton **Daily Times**, and Steubenville **Herald-Star** cover the area in which most West Liberty students live. For this reason college newspaper publicity is focused on these papers. News releases are also sent regularly to other daily and weekly papers as well as to television channels 7 and 9 and to area radio stations.

STUDENT COUNSELING AND ADVISING

Faculty Office Hours

Faculty are expected to maintain office hours which should be posted hours to be determined by the appropriate department and school.

Student Counseling

The major responsibility for the counseling program lies with the counselors, dean of women, dean of men, director of admissions and registrar, and directors of residence halls. The primary function of trained counseling personnel is to help students understand and resolve their problems.

Counseling, however, is not something that can be separated from the general life of the College. It is a part of every school activity. Some form of counseling is the duty and responsibility of every instructor and becomes a function that should be shared by all. Basically, counseling is a part of the whole teaching process.

The College employs full-time professional counselors to provide consulting services for faculty members, serve as a referral source, and counsel students. The counselors encourage referrals any time a faculty member feels that a student may benefit from consultation with a professional counselor. These referrals may be handled informally and may simply consist of a suggestion that the student drop by the counseling office. The counselor is not a psychiatrist or clinical psychologist, and students demonstrating deep-seated personality disturbances will be referred by the counselor to appropriate agencies in the community. Counseling is based upon the premise that students can often resolve their difficulties in a more realistic manner if they have the opportunity to discuss them with an objective, professional counselor.

In helping the student in self-evaluation and appraisal of the situation, the counselor has available an array of aptitude tests, educational and vocational interest inventories, individual intelligence tests, and various personality inventories which can aid the student and provide a starting point for counseling sessions. Many of these inventories and tests may be of benefit to faculty members in their own advising, and counselor would cooperate by administering aptitude and interest inventories to students referred by faculty advisers and provide both the student and adviser with a written interpretation.

Faculty members should feel free to consult a counselor concerning any personal, social, vocational or educational problem students may be experiencing.

Academic Advising

To supplement the work of the trained staff, the College maintains a faculty advisory program. Each new student is assigned to a faculty adviser from the department or school of his major. The adviser assists the student

in the selection of a course of study and students are encouraged to meet with their advisers frequently to discuss progress in their program of study and other areas of concern.

Usually, new faculty members are not assigned advisees during their first year on campus. The reason is that new faculty members are making numerous adjustments and, until they become oriented, their organized participation in advising is held to a minimum.

One specific responsibility of the faculty adviser is to be available each registration period and be present at each registration to help advisees in preparing their class schedules. During registration it is important that advisers be alert for students who have been placed on academic probation or who have been suspended for any reason. The load of the probationary student is to be kept within the acceptable limit and anyone who has been suspended is not to be permitted to register. The normal academic load for a semester is 16-17 credit hours. First semester freshmen are advised to take no more than 17 credit hours; however, those with a strong academic background may take up to 23 with their adviser's approval. Non-probationary second semester freshmen, sophomores, juniors, and seniors may take up to 23 credit hours. Probationary students may take no more than 15 credit hours. Students working part time should carry a reduced load. Veterans should check with the Registrar's Office for load requirements and benefits.

Normally, students will have the same faculty adviser during their entire college career. When a change of faculty adviser seems desirable, however, such a change is made easily and promptly through the office of the registrar at the request of either the student or the faculty adviser.

Student Discipline

It is unusual for faculty members to have disciplinary problems beyond their control. If a teacher believes, however, that any student, by misconduct, jeopardizes the reputation of the student or the College, or shows need of special guidance, the teacher should make known the facts of the case to the Student Personnel Office.

Chaperoning Student Affairs

Faculty chaperonage is required for all major college-sponsored dances and is encouraged for the various organizations' social functions. Exception to this requirement may be exercised in the College Union with prior written consent of the director of the College Union. At major college-sponsored dances chaperons must be registered by the sponsoring group with the dean of women, and chaperons must give written acceptance agreeing to remain at the dance from its beginning to its end and to accept responsibility for conduct.

Sponsorship of Student Organizations

Approval of the College Council must be secured for the organization of a new student group.

All student organizations are required to have a faculty adviser. By annual election of the membership, student organizations may select their own advisers from the roster of full-time faculty or administrative officers, but no person may serve directly or indirectly as faculty adviser for more than two student organizations. A co-sponsorship is considered the same as a sponsorship in determining the total.

Campus activities are controlled by the activities coordinator. Organizations desiring to hold social functions or business meetings on campus must apply to the office of student personnel services for permission. The requests must be approved by the activities coordinator before the event may be held or placed on the calendar.

FRINGE BENEFITS

Insurance

The following programs are available by arrangement through the Business Office. For all personnel, coverage is for a year; however, deductions are made over a nine- or twelve-month period, depending upon the length of the individual contract.

1. **Group Insurance.** The College makes available to all employees, who are scheduled to work half-time or more, a group insurance plan that includes the following:
 - a. A Basic Medical Care policy through Blue Cross/Blue Shield that provides hospital confinement benefits up to the rate charged for a semi-private room, and surgical benefits up to the usual, customary and reasonable fee.
 - b. A Major Medical policy through Blue Cross/Blue Shield that provides coverage for most expenses incurred beyond those covered by the Basic Medical Care policy. There is a \$100 deductible clause, after which the policy will pay for 80% of the allowable charges.
 - c. A Life Insurance policy through The Equitable Life Assurance Society of the United States. The amount of coverage is \$10,000 which is uniform throughout the College.
 - d. An Accidental Death and Dismemberment policy through The Equitable Life Assurance Society of the United States, that provides benefits at a predetermined rate if the loss is incurred through an accident.
2. **Total Disability Insurance.** Total Disability Insurance is available through TIAA with provisions for a monthly income based on an individual's monthly salary at the time of total disability. The approximate annual cost of this plan is \$42.00. At a slightly higher rate, individuals who have TIAA-CREF may receive waiver benefits to protect their retirement program. Both the disability and the waiver require a one-year waiting period.
3. **Accident Insurance.** An accident policy (in addition to the one mentioned above) is available through Insurance Company of North America.

The individual pays 30% of the cost of the Group Insurance referred to in (1) during the first twelve months of participation in the program, and the full cost of the Total Disability and the Accident Insurance mentioned in (2) and (3). The employee's portion of the costs is handled through payroll deduction. After participating in the Group Insurance program mentioned in (1) for twelve months, the employee is eligible to

have the premiums paid in full by the State of West Virginia.

The College provides, without cost to the employee, protection against injury incurred at work, through the West Virginia Workmen's Compensation; and also against unavoidable unemployment through the West Virginia Department of Employment Security.

Retirement

1. **Social Security.** All benefits for Federal Social Security are provided through joint employee-employer contributions.
2. In addition to Social Security, the College has a retirement program for all full-time employees. While participation is **not** optional, the method of funding the program can be by either of two plans:
 - a. **West Virginia Teachers Retirement System.** An annuity plan based on equal contributions by the employer and employee. The current contribution rate for both the employer and the employee is 6%. Complete details are in the booklet, **Teachers Retirement System**, which is available from the Business Office.
 - b. **TIAA-CREF.** An annuity plan based on equal contributions by the employer and the employee. The current contribution rate for both employer and employee is 6%. Complete details are in the booklet, **Your Retirement Annuity**, which is available from the Business Office.
3. **Tax-Sheltered Annuity Plan.** The Internal Revenue Code provides that colleges, universities, and other nonprofit organizations may place a portion of an employee's compensation in an annuity contract owned by the employee, and that this portion of compensation will not be taxed currently but will be taxed instead as the employee receives it from the annuity during retirement. Full information may be obtained from the assistant business manager.

Dispensary Service

Faculty members are provided free **emergency** services at the Health Service Office, which is staffed on school days by the college physician and nurses. These services are not normally available for the faculty member dependents except in cases of extreme emergency.

Faculty Housing

Through various means the College assists faculty members to obtain suitable housing, either by rental of campus facilities or by helping them secure housing in the West Liberty-Wheeling area. The faculty housing area of the campus contains 25 three-bedroom houses, 21 cottage-style apartments, 12 duplex apartments, and 10 one-room apartments for rental to faculty members.

Campus Cultural and Recreational Facilities

Faculty families are admitted without charge to convocations, lectures, recitals, athletic activities, and other special events except when students are also charged admission. Faculty members and their families also are permitted use of the college swimming pool without charge.

Parking

See Campus Parking under BUSINESS MATTERS.

BUSINESS MATTERS

Administrative Office Hours

Administrative offices are open from 8:30 a.m. to 5:00 p.m., Monday through Friday. The Business Office is closed to the public on school days at 4:00 p.m., though employees remain until 5:00 p.m. in order to balance books and perform other duties without interruption.

Mail Service

The College provides regular mail service between the West Liberty post office and the campus. At the beginning of the school year a mail box is assigned each faculty member. Keys to these boxes are provided (free of charge) so that one can get mail at any time. Mail is posted about 11:00 a.m., Monday through Friday.

Faculty mail boxes in Main Hall are primarily for campus and business mail. The volume of mail handled does not make it practical for the College to assume responsibility for personal mail and packages for employees who do not live on the campus.

Telephone and Telegraph

Staff members are permitted to use college telephones for local personal calls but such calls should be brief. The College has limited trunk lines for off-the-campus calls, and brevity is necessary to permit college business to be transacted. If a staff member wishes to make an **official business long distance telephone call** or to send a **telegram** by Western Union in Wheeling, it must go through the school director. Private calls should be made on pay station or off-campus telephones.

Payday

All faculty members are paid their salaries on a semi-monthly basis, usually on the 16th and on the last day of the month. The delivery of all checks is contingent upon their arrival at the Business Office from the State Treasurer's Office in Charleston. If there are questions regarding deductions, a detailed statement may be obtained from the payroll clerk.

Faculty members who desire to receive their pay over a twelve-month period should contact the Business Office.

The business manager is obliged to withhold the last check of the school year until all obligations to the College are met. These obligations include grades, reports, keys, library books, room rentals, and any other financial liabilities.

Checks for summer sessions will be delivered approximately twice each session provided all obligations to the College have been met.

Budget Process Steps

The following are the steps taken in building the budget:

1. Each school director is requested to submit in July a detailed estimate of requests for operational funds for the next fiscal year.
2. The business manager consolidates all the requests. The president, academic dean, dean of administration, and business manager decide upon the various requests prior to the submission in August of the total budget request to the Board of Regents' Budget Committee.
3. The Board of Regents makes its request to the Legislature in November, receives an appropriation in February, and then allocates monies for operational purposes to the various state colleges and universities in March.
4. Subsequent to such allocation notice coming to our institution, each school director prepares a final request and presents the request in person to the president, academic dean, dean of administration, and business manager in March. Allocations for each school are made in a prepared budget for the entire College by May of each year.
5. Final allocations to the various schools are made after taking into consideration the request which each school director submitted in terms of the realistic nature of the request and in relationship to the total college budget.

Ordering Textbooks

To order textbooks and course supplies, instructors should place their orders at the Bookstore at least one month in advance of the date they are needed. A form for ordering is supplied by the Bookstore.

Instructors should notify the Bookstore when discontinuing the use of any textbook, thus enabling the Bookstore to return surplus textbooks for credit when permitted by the publisher.

Required Purchases by Students

When a faculty member requires a student to buy books or supplies for class work, purchases should be made through the Bookstore. Faculty members are not permitted to collect money from students for required books or materials.

Stationery and Miscellaneous Supplies

Limited quantities of college stationery are available for faculty members to use for correspondence in connection with college work. This

stationery may be obtained through the school director. Since printed stationery is more expensive than ordinary typing paper, it is suggested that the former be used only when the occasion requires it. All college business mail is stamped by a postage meter machine located in the Business Office.

Purchasing of School Supplies

Purchasing in State institutions is governed by State statutes, and these laws must have strict adherence. The consequence of making a purchase without proper approval may be that the person making the purchase will be responsible for the charge. Since the responsibility of purchasing falls on the Business Office, every purchase must have prior approval of the business manager. With the exception of petty purchase expenditures, all expenditures must have prior approval of the West Virginia Division of Purchases in Charleston.

Petty Purchase

West Liberty State College has no petty cash fund. All payments for expenditures are made by State warrants which are issued in Charleston. However, purchases up to \$50.00 may be made without the approval of the State agencies, but with prior approval of the business manager. To make a petty purchase, follow these regulations: submit in writing to the business manager information about the items you wish to purchase. You will then be given a typewritten petty purchase approval which could be presented to the vendor when the purchase is made. No petty purchase will be approved unless an order is given to the vendor at the time of pickup of the materials.

Purchase by Requisition

Purchase of materials which cost over \$50.00 must be made by the West Virginia Division of Purchases in Charleston. This type of purchase is accomplished by submitting in writing to the Business Office (on forms supplied by that office) complete information about the items you wish to purchase: catalog or model number, approximate cost, name of vendor and Federal Employer Identification Number (same as Social Security Number) from whom purchase can be made. Purchasing by requisition normally requires about 45 days to acquire the materials requested. Therefore, it is important that requisitions be placed at least 45 days prior to the time materials are needed. When the order is placed with a vendor, a copy of the approved purchase order will be given to the person who placed the requisition.

Emergency Purchase

This method of purchasing is used only in cases of genuine emergency. It is felt that the requirements for practically all

materials and repairs can be anticipated far enough in advance to secure the necessary advance approval. However, in extreme emergency, immediate approval for purchase can be secured by the business manager by a telephone call to the West Virginia Division of Purchases.

Receipt of Materials Ordered

When an order has been placed, the Business Office will supply the requisitioning department a duplicate copy of the purchase requisition. This requisition is submitted to the West Virginia Division of Purchases which, in turn, issues a purchase order. This purchase order, a copy of which you will also receive, will show name of the vendor, the cost of the items ordered, and when shipment can be expected.

Important: In order that payment can be made and discounts taken, it is imperative that the Business Office be advised immediately upon receipt of materials ordered. This can be done by the following method:

Upon receipt of materials ordered, the department must check materials received against the duplicate copy and the copy of the purchase order. On the duplicate copy, make notations as to whether materials were received. **The duplicate copy with its notations should be returned to the Business Office immediately.** Payment of the invoice cannot be made until the signed copy of the duplicate requisition is returned to the Business Office. All delivery slips are to be held and attached to the copy being returned.

State Inventory System

It is imperative that faculty members follow the rules governing the maintaining of inventory control:

1. Equipment items are not to be moved from one building to another without written permission from the business manager.
2. Equipment items must not be junked or disposed of unless authorized by the business manager.
3. Detached inventory tags, no matter where found, should be turned over to the Business Office.

Employees' Purchase Based Upon the State's Requisition Power

The business manager is not permitted to make purchases for the private use of employees. Although the State, under its huge purchasing program, is able to obtain discounts on most of the items purchased, there is no provision for purchases at these prices for private use.

Most publishers are willing to give college teachers discounts on books in the fields of the purchaser's specialization. If school stationery is used in ordering, such orders should include specific instructions indicating that the invoices be sent to the individual placing the order.

Repairs and Alterations

Requests for building repairs should be noted on the forms issued by the superintendent of buildings and grounds and left at the Business Office for delivery to the superintendent. Requisitions for supplies and equipment should be made to the business manager as explained elsewhere in this Handbook.

Protection of Walls and Woodwork

The cooperation of the faculty is necessary to protect college buildings from damage. Students and teachers alike are requested **not to use thumbtacks** on woodwork in classrooms and corridors. Posters are to be placed on bulletin boards—not on painted walls or on doors. Adhesive tape of any type is injurious to painted surfaces.

Leaving the College Employ

Faculty members leaving the employ of West Liberty State College should do the following.

1. Turn in to the business manager all keys to college buildings and property.
2. Leave a forwarding address at the Business Office.
3. Request information concerning withdrawal from the State Teachers Retirement System. (See the business manager for this purpose.)

Campus Parking

All motor vehicles parked on campus by the students, faculty, and staff of the College must be registered with the College and must display on the front bumper the appropriate automobile registration sticker. Any vehicle requiring a state license is classed as a motor vehicle.

Automobile registration stickers for faculty and staff are obtained at the Business Office and must be affixed to the left front bumper. Stickers may not be transferred to any other car. Automobile registration stickers merely authorize the holder to drive and park on campus; they do not guarantee a place to park.

Reserved parking is available only to faculty and staff. By paying a \$10.00 fee at the Business Office, a faculty or staff member may obtain a reserved area sticker. Persons not purchasing the reserved sticker must park in one of the student lots.

A campus parking map and complete copy of the campus parking regulations will be given to each employee with car registration in the Business Office at the beginning of each fall semester.

Any person guilty of negligent homicide or reckless driving upon any of the driveways or other parts of the college campus is subject to arrest by campus security officers or other law enforcing officers. The campus speed limit is 15 mph.

The College is not responsible for damage or thefts.

THE PAUL N. ELBIN LIBRARY

The entire staff welcomes the use of the library's facilities by all faculty members and their families. The Library contains (1974) about 1,500 magazines, and 25 newspapers; the *New York Times* is available on microfilm since 1900, the *Christian Science Monitor* since 1960, the *Wall Street Journal* since 1965 and *Wheeling Intelligencer* since 1970. An up-to-date pamphlet and picture file includes more than 24,000 items. A fine children's collection is also available. The Library maintains an open stack policy for all materials except closed reserve books and periodicals. The library staff consists of six librarians, circulation assistant, a secretary and a number of clerks and part-time student assistants.

Selection and Purchase of Books

Faculty members are encouraged to participate in the selection of books, periodicals, and audio-visual materials in their field. The library staff is glad to assist faculty members in book selection by checking bibliographies to show what books the Library has and by looking up reviews of books considered for purchase.

It is the responsibility of each faculty member to determine in advance whether sufficient library material is available for new courses or for new assignments. Within the limits of the budget, the necessary materials will be purchased. Requests for books must be made by December 1 for purchase in the current school year.

No special forms are required to make requests. The library staff is quite willing to type the order cards from checked bibliographies or publishers' announcements.

New Books

When a new book is processed, the faculty member concerned (if requested) is notified and, from time to time, a list of all books recently cataloged is compiled for distribution. It is the aim of the library staff to have new books ready for circulation within two weeks after receipt but, because of delay in receiving Library of Congress cards or the pressure of other duties, the cataloging may be delayed. If a book is needed immediately, any faculty member may request rush cataloging for the title.

Reserve Books

Most faculty members are probably familiar with the system of putting on "reserve" books in which class assignments are made. For regulations governing the students' use of reserve books, refer to the library rules. The library staff is willing to make any exceptions to the rules for the use of reserve books which seem desirable. However, advance notice should be given the staff of any exceptions to the general rules, and such exceptions should be requested only after the faculty member has discussed with the class the number of commuters enrolled, the availability

of the books in other libraries, and any other factors having a bearing on the situation.

Any student who has been granted permission to deviate from the rules established for the class should be given a written permission statement to that effect, because students have been known to misunderstand and sometimes to misrepresent what faculty members have told them.

Requests or lists of books to be put on reserve must be made at least twenty-four hours before the assignment is given to the class and preferably two days before. It is not possible to give good service when the students who want the books arrive prior to, or simultaneously with, the list of books to be put on reserve. This practice has often resulted in the temporary or permanent loss of the books assigned. Reserve books will always be prepared for circulation as soon as possible.

An alphabetical list of the books reserved is typed, and a carbon copy made for the faculty member. One copy of each reserve list is kept on file in the Library. Therefore, if a member of the faculty wants the same books put on reserve again, all that is necessary is to notify the circulation assistant that such is the case at the end of each term.

Borrowing Library Materials

All faculty members may borrow books for a full semester or a summer session. All books and other materials are stamped with a due date and should be returned on or before that date. The borrowing period for other materials varies so please consult a librarian for these borrowing periods. The Library reserves the right to recall books after two weeks if the books are needed by someone else.

At the end of each term, a list of books and other materials charged to each faculty member is sent. The faculty member is asked to report any errors and return or renew all materials.

All faculty members and their families, if they wish to borrow from the Library, must have a library card. Application may be made at the circulation desk. Everyone receives a copy of the regulations and fine schedules when applying for a card.

Instruction in the Use of the Library

Faculty assistance will be much appreciated in determining which students need explanation of the use of reference books and library tools. If instruction is necessary, it may be given by the instructor or by the librarian in the classroom or for groups brought to the Library.

Advance Notice of Special Assignments

The library staff appreciates advance notice of special assignments which require a great deal of reference work, or when an entire class is to

be sent to the Library on a special assignment. With advance notice, the Library can give better and faster service.

Borrowing Books from Other Libraries (Inter-Library Loans)

The librarian will be glad to borrow from other libraries books needed by faculty members for research. Few libraries lend periodicals, but large libraries will supply photocopies for a small fee. West Virginia University will photocopy their periodical material for faculty members without charge. Arrangements for inter-library loans may be made with a reference librarian.

We regret that we must ask all faculty members to pay the return postage for books that they request. According to the inter-library loan code adopted by the American Library Association, books should not be borrowed for undergraduate student use except under unusual circumstances and should never be put on reserve for class assignments.

Private Studies

Private areas are available for the use of honors students and faculty. The assignment of private carrels is on a one-or two-semester basis. Application must be made in writing to the librarian and must involve a specific project of a scholarly nature.

Media Resource Center

The Center, newly created and still developing, currently offers video tape production; a film library, transparency production, and equipment such as projectors of all types available for loan. Carrels are available on the main floor of the Library. These are equipped with slide, filmstrip and film loop projectors, as well as cassette record/playback units. Seating for forty students is available for film projection in the Center itself.

The Media Resource Center is located on the ground floor of the Library and the hours are 7:45 a.m. to 4:30 p.m., Monday through Friday.

THE COLLEGE UNION

The College Union is intended to be the community center of the College for all members of the college community, including faculty and members of their family. As a center of college life, it serves as a laboratory of citizenship, training students in social responsibilities and leadership in a democratic society. Through committees and trained staff, the College Union provides a cultural, social, and recreational program directed toward making free-time activity a cooperative factor with academic life.

Facilities offered in the College Union include a recreation area (bowling, billiards, and table tennis), bookstore, vending center, information desk, guest rooms, meeting rooms, lounges, formal dining room, snack bar, news bureau, publications office, student organization offices, sign shop, display area, and pub. Reservations for use of College Union facilities must be made with the director of the College Union.

COMPUTER SERVICES

The Computer Services facilities are located in Main Hall on the West Liberty Campus. An NCR CENTURY 48K third generation processor with online peripherals consisting of a high speed printer, card reader, card punch, and magnetic discs comprise the central hardware unit. Additional peripheral equipment (remote terminals, keypunches, verifiers, sorter) is located in the School of Business and Economics, and the School of Natural Sciences.

Computer Services provides various reports for institutional research, administrative functions, student organizations, and faculty. Students utilize the computer facilities in writing Fortran and/or Cobal programs in conjunction with course work and independent studies. The basic language is also utilized via the remote online terminals. Practical "HANDS ON" experience is available through the Work-Study Program or student operator/programmers hired on a part-time basis to assist the Computer Services staff.

THE COMMUNITY

The Village of West Liberty

West Liberty, an unincorporated village with a population of around 900, is 12 miles from downtown Wheeling and 50 miles southwest of Pittsburgh. The village is regarded as a satellite of Wheeling, which is the center for shopping, entertainment, medical services, etc. The college campus is at one end of the West Liberty community. Village facilities include a post office, grocery store, and barbershop. Because West Liberty is unincorporated, residents are asked to make contributions from time to time to maintain street lights and a volunteer fire department.

Wheeling Metropolitan Area

Wheeling (population 49,000) is the largest city in the Ohio-Marshall-Belmont County Metropolitan area (population 190,000). There are more than 200 manufacturing plants in the area. The principal products are iron, steel, tin plate, chemicals, aluminum, patent medicines, tobacco products, china and porcelain, glass, tile, nails, textiles, and wood products.

Pittsburgh

The proximity of the city of Pittsburgh helps to make West Liberty a desirable place in which to live. West Liberty faculty members and students frequently take advantage of its cultural opportunities and of its shopping facilities. Many West Liberty faculty members have registered for evening and Saturday courses at the University of Pittsburgh, Duquesne University, or Carnegie-Mellon University. Except for the seven-mile country road from West Liberty to West Alexander, Pennsylvania, the entire distance from the campus to downtown Pittsburgh (50 miles) may be traveled by four-lane highway (I-70 to Washington and I-79 to Pittsburgh).

College Vehicles

Use of college-owned vehicles is under the supervision of the superintendent of buildings and grounds. Since it is impossible to provide transportation in college-owned vehicles for all worthwhile off-campus events, the usual policy is not to allow the use of college cars and trucks for social occasions but to make them available so far as scheduling permits for trips connected with organized instructional activities, for trips connected with occasions of outstanding cultural or educational value, and for college business in general.

Schools

The West Liberty community includes a public elementary school (grades kindergarten to 6) and a junior high school (grades 7 to 9). The latter is accredited by the North Central Association of Colleges and Secondary Schools. The Ohio County Board of Education provides free

bus service between West Liberty and Wheeling for senior high school students attending Triadelphia or Warwood High Schools.

Churches

There are two churches in West Liberty. One is the Federated (Methodist-Presbyterian) Church; the other is known as the Christian Church. Both of these Protestant churches have worship services and church schools each Sunday morning. The nearest Roman Catholic church is at Warwood, a Wheeling suburb, eight miles from the campus. Episcopal, Lutheran, Baptist, and other churches will be found in various sections of Wheeling.

The Roman Catholic campus chaplain conducts a service in the interfaith chapel each Saturday evening at 6:00 p.m. during the school year and at hours to be announced on holy days. West Liberty's interfaith chapel is also used by the Protestant Ministry Committee representing six Protestant denominations most numerous among the students for an 11:00 a.m. service each Sunday morning from August to May.

Cultural Opportunities and Recreational Facilities

West Liberty faculty members take an active interest in the cultural life of Wheeling. During the regular school year the Wheeling Symphony offers five concerts. Convocations on Campus feature the country's leading lecturers. The College Concert Series offers each year four professional programs of high merit.

In addition to these activities, other cultural opportunities are available through community and college organizations such as lectures and discussions of international affairs, amateur and professional dramatic productions, and art exhibits. During the summer months Oglebay Institute and the Wheeling Symphony present programs at Oglebay Park. Season tickets are sold for both summer series.

Oglebay Institute, in cooperation with the Wheeling Park Commission and the Extension Division of West Virginia University, provides educational, cultural, and recreational activities at Oglebay Park and elsewhere in the area. The summer program includes plays, lectures, moving pictures, dance recitals, operas, and concerts. Other activities sponsored by Oglebay Institute are organized camps, drama, folk and square dancing, instruction in arts and crafts, art exhibits, nature study, and nature walks.

Wheeling's Oglebay Park, located on Route 88 seven miles from West Liberty, is nationally known for its recreational facilities, and many people from throughout the East reserve cabins, or rooms in Wilson Lodge, for their vacations. Opportunities are provided for golf, tennis, dancing, swimming, boating, horseback riding, fishing, hiking, and skiing. Wilson Lodge is a popular inn and restaurant.

APPENDIX A
CONSTITUTION AND BYLAWS
FOR THE WEST LIBERTY STATE COLLEGE
FACULTY SENATE

Adopted October 4, 1972

A. Constitution of the Faculty Senate of West Liberty State College.

PREAMBLE

With full recognition that ultimate decisions at West Liberty State College are vested in the President of the College by the West Virginia Board of Regents, members of the Faculty are devoted to the concept of faculty participation in academic governance. Convinced that no institution can rely entirely on the judgment of one person or a small group of persons for the optimum development of the college's goals, the Faculty believes that an authoritative faculty voice should provide advice and guidance to the Administration so that the President and Deans need not rely on isolated and random opinions purporting to represent faculty thought. Moreover, it is hoped that the Senate will greatly assist the Administration in resolving conflicts and grievances.

The Senate therefore proposes to take within its province any subject of interest to the Faculty, to hold hearings on any matter it elects to review, to appoint committees for additional study of problems brought before it, and then to formulate and submit to the President recommendations on college policy and the resolution of problems. Through these means the Senate is pledged to be responsive to the needs not only of faculty members but also of students and all members of the academic community. This Senate is created to continue through elected representatives the faculty function of serving as a legislative body for matters within its jurisdiction, chiefly matters of academic policy.

Article I - Authority

Section 1. - The authority for the organization and establishment of the Faculty Senate derives from a resolution passed by the Faculty of West Liberty State College.

Section 2. - The Faculty Senate is the representative body of the entire Faculty of West Liberty State College.

Section 3. - The Faculty Senate will become operative pursuant to this Constitution and its Bylaws immediately following approval at a faculty meeting.

Article II - Composition and Membership of the Faculty Senate

Section 1. - It has been determined by a poll of the entire Faculty that the Faculty Senate be composed of 85 percent faculty, 8 percent

administrators, and 7 percent students.

Section 2. Only faculty, as defined in Article 1 of the Bylaws, may be voting members of the Faculty Senate.

Section 3. The President of WLSC is a member *ex officio*, of the Faculty Senate.

Section 4. The initial faculty membership of the Faculty Senate is limited to 14 to 17 percent of the total faculty with an automatic review and possible reapportionment every three years.

Article III - Election of Senators

Section 1. All elections of the Faculty Senators shall be conducted in accordance with the Rules of Election stated in the Senate Bylaws.

Section 2. Elections of Faculty Senators shall be held on the last Thursday in April of each year.

Section 3. Faculty Senators shall be elected for a three-year term. (Provision is made in the Bylaws for ensuring that no more than one-third of the terms expire each year.)

Section 4. No Faculty Senator shall serve more than two terms in succession without at least one elapsed year.

Section 5. Term of office for senators shall be from May 1 to April 30.

Section 6. All vacancies in the Senate shall be filled in accordance with the procedures outlined in the Bylaws, Article 4.

Section 7. Student and Administrative Senators shall be determined by their respective constituencies.

Article IV - Officers and Their Election

Section 1. The presiding officer, the Chairperson, of the Faculty Senate shall be elected by the Senate at the May meeting together with a Vice-Chairperson, Corresponding and Recording Secretaries for a one-year term.

Section 2. Senate officers will assume their offices immediately upon election and preside over the Senate until their successors have been elected.

Section 3. Only Faculty Senators who have served at least one year shall be eligible for election to the offices of Chairperson, Vice-Chairperson, Corresponding Secretary and Recording Secretary.

Section 4. The Senate officers together with the heads of the standing committees as outlined in the Bylaws shall constitute the Executive Board.

Section 5. - The duties of all officers shall be those which are ordinarily assigned to such offices and such additional duties as are described in this Constitution and its Bylaws.

Section 6. - Vacancies in any office of the Faculty Senate shall be filled in accordance with the procedure established in Article 6 of the Bylaws.

Article V - Meetings of the Faculty Senate

Section 1. - The Faculty Senate shall hold at least one regular meeting each month during the academic year.

Section 2. - The Chairperson, or in his/her absence, the Vice-Chairperson, shall preside over all meetings of the Faculty Senate.

Section 3. - Special meetings may be called by the Chairperson upon his/her own initiative, or at the request of the President of the College, or upon petition in writing to the Chairperson signed by one-third of the Senate membership. The Chairperson shall be required to give 48 hours notice to all Senators as to the time and place of all special meetings.

Section 4. - Notice of all meetings shall be in writing and shall be delivered via campus mail.

Section 5. - A quorum of any regular or special meeting of the Faculty Senate shall be a simple majority of the membership.

Section 6. - Except as specified in the Bylaws, any member of the faculty, any administrative officer and any student may attend the meetings of the Senate and may express his views upon recognition by the presiding officer. Only Faculty Senators, however, may propose a motion or cast a vote.

Section 7. - The Recording Secretary shall be responsible for the minutes of all regular and special meetings. Copies of the minutes shall be distributed to all Senators. Additional copies will be filed in the library except for those of closed meetings.

Article VI - Agenda: Motions and Resolutions

Section 1. - Who May Propose. Items may be placed on the agenda by any faculty member, administrative officer or any student.

Section 2. - Forms of Proposals. Except for motions of a procedural nature, in order to be included on the agenda all motions or resolutions proposing Faculty Senate action must be in writing.

Section 3a. - A motion or resolution to be placed on the agenda must bear the signature of the movant Senator and two supporting or verifying signatures, except in special cases outlined later in this Article. The original motion or resolution is to be kept on file by the Recording Secretary of the Senate. The distributed agenda copies will contain the typed names of movants.

Section 3b. - Information items to be placed on the agenda must bear the signatures of three persons. The original document is to be kept on file by the Recording Secretary of the Senate. The distributed agenda copies will contain the typed names of the signators.

Section 3c. - Any information item or motion originating in the Executive Board of the Senate will be identified to that effect on distributed agenda copies rather than by the names of individual movants. Abstaining or dissenting Executive Board members have the right to be identified to that effect on the agenda copies.

Section 3d. - The necessity of supporting or verifying signatures on written information items and proposals submitted to the Senate is waived for administrative officers of the College and for heads of academic units and standing committees of the College and of the Senate provided that a submitted item reflects the majority vote of the members of such unit.

Section 4. - A motion to overrule an action of the Faculty Senate must be announced prior to the meeting as a specific agenda item. An agenda item which merely proposes consideration of a Senate action, or of a subject on which the Senate has acted, is not a proposal to overrule the action of the Senate.

Section 5. - Motions not on the Agenda. Except for motions of a procedural nature, motions or resolutions proposing Senate action may be introduced from the floor without previous inclusion on the agenda only by consent of two-thirds of the members present.

Section 6. - Time of Submission and Distribution. All motions or resolutions, in order to be included on the agenda, must be submitted in writing to the Corresponding Secretary of the Senate at least 7 calendar days before the meeting at which they are to be introduced.

Section 7. - The agenda shall be sent to each member of the Senate at least 5 calendar days before a regularly scheduled meeting. In the case of special meetings, the Chairperson shall acquaint each Senator within 48 hours.

Section 8. - Resolutions germane to any subject set forth in the agenda may be passed by a majority vote of members present and voting. Other matters may be brought up for discussion by any Senator at any meeting, provided, however, that Senate action upon such matters shall require a two-thirds majority of those present and voting.

Article VII - Functions of the Faculty Senate

Section 1. - As the representative body of the Faculty, the Faculty Senate has any and all powers delegated to it by the Faculty, the President, and the Board of Regents. The faculty hereby delegates to the Senate its responsibilities to formulate policies and make recommendations as well as the selection of faculty representatives to committees with the exception noted in Section 2 of this Article and Section 1 of Article IX. In regard to policy formulation the Faculty Senate as a legislative body shall have the primary responsibility for decisions in academic matters. Such matters shall include but not necessarily be limited to the following: standards for admission, selection, and retention of students; requirements for the granting of degrees; curricular requirements for general education, majors and minors, and professional education; development of programs of research, experimentation, and instruction. The Board of Regents and the President of the College are expected to concur with faculty judgment in these areas except in rare instances and for compelling reasons which shall be stated in detail.

- Section 2. - Any action of the Senate may be brought before a meeting of the Faculty for review. Actions of the Senate or Senate Committees may be reviewed, modified, or nullified by the faculty in one of two ways: first, through submission to the general faculty for its consideration by a majority vote of the Senate, or, secondly, through a petition for a meeting of the general faculty signed by at least 20% of the members of the general faculty. This petition shall explicitly state the matter or matters to be the subject of the petitioned meeting. Petitions are to be submitted to the Academic Dean, the Chairperson of Faculty Meetings. The petitioned meeting or meetings must be held within two weeks of the distribution of the minutes of the relevant Senate action to the faculty for any Senate action to be modified or nullified. Such modifications or nullification shall be effective only by a vote of two-thirds of the faculty at the petitioned meeting or meetings, with at least 50% of the faculty present.
- Section 3. - The faculty Senate shall elect its own officers pursuant to the procedures outlined in the Bylaws.
- Section 4. - The Faculty Senate shall elect or select its committees and subcommittees and establish whatever rules and procedures necessary for their functioning, consistent with this Constitution and its Bylaws.
- Section 5. - The Faculty Senate may adopt, amend, or repeal any Bylaws rules, or procedures relating to the conduct of its business and the duties and functions of its officers and committees by a two-thirds majority of the voting members of the Senate.
- Section 6. - The Faculty Senate shall transmit its recommendations to the President via the Chairperson. In appropriate cases the Senate shall transmit its recommendations to the Board of Regents.
- Section 7. - The Senate shall transmit its official minutes to each faculty member by campus mail.
- Section 8. - The Faculty Senate shall assume responsibility for the periodic revision and editing of the **Faculty Handbook**, which shall contain this Constitution and state the established policies of the College in all matters relating to the faculty. Such revisions will be submitted to the President for approval.
- Section 9. - The officers of the Senate shall be responsible for officially informing the President and Academic Dean of the transactions of the Senate and for informally discussing these and related matters with them.
- Section 10. - The officers of the Faculty Senate shall be responsible for keeping the Faculty properly informed and the individual Senators shall communicate regularly with their constituents.

Article VIII - Referendum and Recall

Section 1. - The procedure for initiating referendum or recall is stated in the Bylaws.

Section 2. - In order to remove a Senator from office, 60 percent of his constituents must sign a petition and submit it to the Corresponding Secretary of the Senate. The Senate shall vote to decide if grounds exist for removal.

Article IX - Amendment

Section 1. - This Constitution may be changed or amended at a faculty meeting by a two-thirds majority of the faculty, with at least 50% of the faculty present.

B. Bylaws of the Constitution of the Faculty Senate of West Liberty State College.

Article I - Definition of Faculty

Section 1. - Only full-time faculty members may serve as voting members of the Faculty Senate. A faculty member is the holder of the academic rank of Professor, Associate Professor, Assistant Professor, or Instructor; or is the holder of a professional librarian rank of Librarian, Assistant Librarian, or Media Resource Director. These persons are distinguished from administrative officers and non-academic staff by the fact that their (the faculty) primary employment is teaching and/or professional library work.

Section 2. - In those cases where the Board of Regents recognizes a person as a full-time teacher even though he/she is a part-time administrator, such recognition renders the person a full-time faculty member for purposes of this Constitution.

Section 3. - Whenever doubt arises as to the status of any individual the ruling of the Academic Dean will be sought.

Article II - Election of Senators

Section 1. - Section 4 of Article II of the Constitution limits the Faculty Senate to 14 to 17 percent of the total voting faculty and provides for review and reapportionment every three years.

Section 2. - It is the decision of the voting faculty, as determined by a questionnaire, that Faculty Senators be chosen by the Academic departments. For the purposes of these Bylaws the professional library staff will be regarded as an Academic department. Apportionment of the Faculty Senate seats shall be according to the formula stated in Appendix A of these Bylaws.

Section 3. - Election of faculty Senators shall take place on the last Thursday of April of each year. Terms are for three years commencing on May 1 and expiring at midnight on April 30. The terms of the first faculty Senators will be staggered as follows so that only one-third expire each year:

Section 4. - The election will be conducted according to the Rules of Election outlined below, except the initial twenty-four Senators will draw lots to determine which eight will serve for

three years, which for two, and for one year. The drawing will be supervised by the President or the Academic Dean and at least five members of the Faculty Senate Study Committee.

Section 5. - The initial election will take place under the general supervision of an election committee composed of the Academic Dean and five faculty members appointed by the President. Thereafter, the Executive Board of the Faculty Senate shall function as the Election Committee.

Section 6. - The initial Faculty Senators will be elected by secret, written ballot provided by the Faculty Senate Study Committee. Thereafter, the Faculty Senate may devise its own ballot. The ballots for the initial election will be marked and deposited in an envelope which will be provided for each School in the Academic Dean's Office. All ballots will be opened and tallied by the special election committee mentioned in Section 5 of this Article.

Section 7. - Each of the Senatorial constituencies will elect a Faculty Senator and one alternate as follows: Each eligible voter will submit two names of candidates, the candidate receiving the most votes will be declared the winner. The candidate who receives the next largest number of votes becomes the alternate.

Section 8. - In those cases where two or more small departments have combined to form a constituency, the Senator and the first alternate must come from different departments. If one department refuses to furnish either Senator or alternate, the other department may supply such even though both Senator and alternate would then come from the same department.

Article III - Vacancies in the Faculty Senate

Section 1. - A Faculty Senate vacancy may occur through death, resignation, recall, or removal. When a vacancy occurs, the Chairperson of the Senate shall fill it by notifying the vacant constituency's first or second alternate. A list of the alternates will be maintained by the Recording Secretary for that purpose. The first alternate may attend Senate meetings with voting privileges in the absence of a Senator. The second alternate may attend Senate meetings with voting privileges in the absence of a Senator and the first alternate.

Section 2. - A constituency may be declared vacant by the Executive Board of the Senate in the event of 3 successive unexcused absences by the elected Senator. The first alternate will then be offered the seat and if he/she is unavailable or declines to accept the person who received the next highest number of votes in the last previous election will be eligible. If the vacancy cannot be filled in the above manner, the Chairperson shall call for a special election. If the above procedures fail to produce a representative, the constituency shall be declared "non-participatory"; the vacant seat will remain in the Senate.

Section 3. - The Chairperson will notify, by letter, a nonparticipating department of its status as such and will urge the department's return to the Senate. If a nonparticipating department does not send an elected representative to the Senate by the second

regular meeting following the date of this letter, the Senate establishes the following policy for its own protection:

After the second regular meeting following written notification, a nonparticipating department shall notify the chairperson of the Senate of the election of a representative at least one month in advance of that representative assuming his/her seat.

Section 4. - Should the office of Chairperson of the Senate become vacant, the Vice-Chairperson shall succeed to that position, followed in order by the Secretaries, the Recording Secretary having precedence. If the Chair becomes vacant before half of the elected term has expired, however, the Senate will elect a new chairperson in accordance with Article 4 of the Constitution.

Article IV - Meetings

Section 1. - Regular meetings are open to any member of the faculty or administrative officer of the college, or any student, as are all committee and subcommittee meetings, unless such meeting or portion thereof is declared closed by the Chairperson of the Senate.

Section 2. - Closing a meeting or portion thereof may be accomplished in two ways: (1) the Chairperson and/or Executive Board of the Senate may announce in the notice of the meeting that the meeting or particular portion of the meeting will be closed. When the meeting convenes the Chairperson and/or Executive Board will ask the Senate if there are any objections to closing the meeting or particular portion thereof. If any voting member so requests, a roll call will be taken on the question. A simple majority of those voting will close the meeting, except that a two-thirds majority will be required to close the meeting to faculty. (2) A motion from the floor may close a meeting or portion of a meeting. Again, a roll call vote will be taken, a simple majority of those voting sufficing to close the meeting except to the faculty, a two-thirds majority being necessary for this.

Section 3. - A committee or subcommittee meeting may be declared closed by the committee chairperson. A simple majority of the members of the committee, however, may force the chairperson to reopen the meeting upon the request of any committee member, member of the faculty, or administrative officer.

Section 4. - Any motion or recommendation to close a meeting of the Faculty Senate must specify to person or persons to whom it is to be closed, the reasons for the closure, and the business to be transacted during the closed period. The meeting or portion thereof will be reopened as soon as the business has been transacted for which the meeting was closed.

Section 5. - The agenda of the Faculty Senate and the minutes of the Faculty Senate shall be distributed to all members of the Faculty and Administration.

Section 6. - Attached to the minutes shall be a list of how each Senator voted on all substantive issues or on any issue for which at least one member of the Senate calls for a roll call vote.

Article V - Faculty Initiated Petitions, Proposals and Referendums

Section 1. - At least 20% of the members of the faculty who are eligible to vote in Faculty Senate elections may petition for a meeting of the general faculty to review, modify, or nullify any Senate action in accordance with Section 2 of Article VII of the Faculty Senate Constitution.

Section 2. - A referendum by the general faculty may be initiated by a majority vote of the Senate in accordance with Section 2 of Article VII of the Faculty Senate Constitution.

Section 3. - In order to recall their Senator, sixty percent of the voters in a senatorial constituency may present a written petition to the Chairperson of the Faculty Senate. The petition must specify the reason or reasons which the petitioners consider sufficient to justify their Senator's removal from office. The Chairperson shall then submit the petition to the next regularly scheduled meeting of the Senate. If the petitioners so request, or the Executive Board deems it advisable, a special meeting of the Faculty Senate may be convened. A motion will be presented to the Senate, and a simple majority of those members present and voting will be required to declare the Senator to be recalled. The vote will be by a show of hands unless a motion is made and passed by a two-thirds majority for a secret ballot. If a Faculty Senator is recalled, his/her seat will be filled in accordance with the procedures specified for filling a vacancy.

Article VI - Committees and Subcommittees

Section 1. - All committees and subcommittees will be established by the Faculty Senate at its first regular meeting. Election of members of standing committees will be by written secret ballot following open nominations. The first vacancy will be filled by the nominee receiving the greatest number of votes, etc., until all vacancies are filled. The chairperson of a standing committee must be a Senator. The membership of ad hoc committees created to study specific problems will be determined by the chairperson. The Senate will also establish whatever rules and procedures it deems necessary for the functions of such committees and subcommittees, consistent with the Constitution and these Bylaws. A questionnaire submitted to the entire faculty has indicated the major areas of faculty interest and will serve as a guideline.

Article VII - Amendments and Bylaws

Section 1. - These Bylaws or any portion thereof may be repealed or amended by two-thirds majority vote of the voting members of the Faculty Senate.

Section 2. - In cases not covered by the Constitution or Bylaws, the parliamentary procedure to be followed in conducting

Faculty Senate meetings will be the current edition of Robert's **Rules of Order**.

Section 3. The Chairperson will appoint a Parliamentarian to serve at the pleasure of the Faculty Senate.

Appendix A

Faculty Senate Representative Apportionment Formula

The attached formula was developed with reference to the following guidelines:

1. The faculty response to a questionnaire soliciting their desires as to the method of selecting Faculty Senate representatives. On that questionnaire, the response was 2:1 in favor of representation by department over any of the other proposed methods.
2. Since concern was expressed that the Faculty Senate not be too large, the committee settled upon twenty-four as the optimum size. The size of the Faculty Senate was increased to twenty-five effective January, 1975.
3. The range of departmental size is from one to eighteen full-time faculty members. It seemed obvious to the members of the study committee that the larger departments should have greater representation than the smaller ones.

With these three factors in mind the attached formula was unanimously accepted by the Faculty Senate Study Committee and appended to the proposed Bylaws. A few comments may give an insight into the spirit of the proposal.

It may be noted that the School of Natural Sciences qualifies for only two representatives, if we went strictly by department. Only the two departments of Biology and Mathematics meet the formula requirement. By having two or more small departments merge the School gets another representative on the Faculty Senate. It should be noted that the same formula can be used for determining representation by school as well as by department.

FORMULA

Number of Faculty in Department or School	Number of Representatives
1-4	0
5-10	1
11-16	2
17-22	3
23-28	4
29-34	5

Step Intervals = 6 except for first

(As of August, 1974)

I School and Departments	II Number of Full- time Faculty/ Department	III Number of Full- time Faculty/ School	IV Representatives from Department (*)	V Representatives from School
Business and Economics		17		3
Accounting	4			
Economics	4			
General Business & Marketing	5		1	
Management & Administrative Systems	4			
Education		27		4
Education	18		3	
Home Economics	2			
Psychology	6		1	
Fine Arts		20		3
Art	5		1	
Music	9		1	
Speech	6		1	
Health and Physical Education		15	(*)	2
* Athletics	1			
Health, Safety and Driver Education	2			
Men's Physical Education	8		1	
Women's Physical Education	4			
Health Professions		4		1
* Dental Hygiene	4			
Humanities		24		4
English	17		3	
Foreign Languages	5		1	
Philosophy and Religion	2			
Natural Sciences		21	(*)	4
Biology	7		1	
Chemistry	3			
Mathematics	7		1	
Physics	4			
Social Sciences		20	(*)	3
Geography	2			
History	9		1	
Political Science	4			
Sociology	5		1	

* Athletics and Health Professions unite for representation.

APPENDIX B

PROCEDURES FOR THE EVALUATION AND SELECTION OF ACADEMIC UNIT HEADS

DEMOCRATIC PROCEDURES IN ACADEMIC ORGANIZATION

(Adopted May 4, 1971,
by the West Liberty State College Faculty)

- I. **GUIDING PRINCIPLES OF THE OPERATION OF THE ACADEMIC ORGANIZATION**
 - A. Secure the highest degree of **participatory democracy** possible within the limits of personnel and within the legal obligations of the president to the Board of Regents.
 - B. Develop **effective means of communication** of insight and expertise of all persons involved in the making and execution of academic policies.
 - C. Clarify **specific major duties** and relationships of academic units, so that responsibilities are understood and are carried out.
 - D. Maintain **checks, balances, and cooperation** between levels of authority.
- II. **TITLES OF ACADEMIC UNIT HEADS**
 - A. Regardless of which general academic structure is adopted relative to number and composition of schools, it is agreed that the heads of departments shall be designated as "chairpersons" and the heads of schools shall be designated as "directors."
 - B. Since the School of Dental Hygiene functions as a department, its unit head is designated as "chairperson."
- III. **MAJOR DUTIES OF HEADS OF ACADEMIC UNITS**
 - A. **Major Duties of Department Chairpersons**
 1. Serve as liaison between departmental faculty and school director.
 2. Supervise the use of the department's physical facilities.
 3. Recruit and evaluate faculty members.
 4. With consensus of departmental faculty, prepare and submit to the director of the school the following:
 - a. Departmental budget
 - b. Curriculum changes
 - c. Teaching schedules
 - d. Catalog materials
 5. See that students within their departments are represented in an advisory capacity at departmental meetings.

B. Major Duties of School Directors

1. Serve as liaison between school faculty and academic dean.
2. Supervise the use of the school's physical facilities.
3. Coordinate departmental recommendations and submit to the academic dean the following:
 - a. Evaluation of prospective and present faculty
 - b. Budgetary assignments
 - c. Curriculum changes
 - d. Teaching schedules
 - e. Catalog materials
4. Insure fulfillment of all departmental functions.

C. Major Duties of Academic Dean

1. Serve as liaison between school directors and the president.
2. Coordinate recommendations of school directors.
3. Insure fulfillment of all school functions.
4. Serve as acting president under circumstances agreed to by the Board of Regents and the president.

IV. SELECTION OF DEPARTMENT CHAIRPERSONS AND SCHOOL DIRECTORS

- A. A chairperson of a department and a school director shall not be the same person.
- B. Department chairpersons and school directors are appointed by the president in consultation with the academic dean and in light of evaluations mentioned in Section VI below and in light of any ad hoc search committee recommendation explained in the next point.
- C. Members of an academic unit or their delegates, in consultation with the academic dean, shall function as an ad hoc search committee to recommend to the president one or more applicants from within their unit or outside of their unit for department chairperson or school director—faculty approved procedures for implementing this section follow Part VII.

V. TERM OF OFFICE OF HEADS OF ACADEMIC UNITS

- A. Beginning July 1, 1972, and thereafter, the term of office shall be as follows:
 1. Department chairpersons shall be appointed for a two-year term by the president.
 2. School directors shall be appointed for a three-year term by the president.
 3. Academic deans shall be appointed for a four-year term by the president.
- B. All appointments are renewable.

VI. EVALUATIONS OF HEADS OF ACADEMIC UNITS

- A. Evaluations of Department Chairpersons
 1. Evaluations shall take place during the second year of

their term and shall be completed by March 1 of that year.

2. Evaluators shall include the academic dean, school directors, and members of the departmental faculty.

B. Evaluations of School Directors

1. Evaluations shall take place during the third year of their term and shall be completed by March 1 of that year.
2. Evaluators shall include the academic dean, department chairpersons, and the faculty of their school.

C. Evaluations of the Academic Dean

1. Evaluations shall take place during the fourth year of the term and shall be completed by March 1 of that year.
2. Evaluators shall include the president, school directors, and department chairpersons.

D. Unit Heads Right to Appeal Unfavorable Evaluations

In case a unit head wishes to contest or appeal an unfavorable evaluation and consequent recommendation he has a right in this area of grievance as all faculty members have to appeal, first, to the Executive Council through the Faculty Liaison Committee, and then, if desired, to the president, and finally, if desired, to the Board of Regents.

VII. SELECTION OF ACADEMIC DEANS

- A. The academic dean and assistant and/or associate academic deans are **appointed by the president** in light of evaluations of point VI-C above and in light of any ad hoc search committee recommendations explained in the next point.
- B. Recommendations for the position of academic dean and assistant and/or associate academic deans shall be made by an **ad hoc search committee** which shall include an equal number of administrative heads (including school directors and department chairpersons) selected by the president, and faculty members selected by the faculty.

**IMPLEMENTATION
OF
DEMOCRATIC PROCEDURES IN ACADEMIC ORGANIZATION**
**Refers specifically to Part IV-C of Democratic
Procedures in Academic Organization
(Adopted October 18, 1971)**

I. EVALUATION PROCEDURES

All academic unit heads (department chairpersons, school directors, academic deans) who want to be considered for reappointment must be evaluated.

A. By October 1

1. Present unit heads shall report to the members of their units and to the president, in writing, if they **do not** want to be considered for reappointment. Failure to do so will constitute an automatic self-nomination for the position.

B. By November 1

1. All members of academic units who are voting members of the faculty, or their elected representatives, shall establish criteria for evaluation of their present unit heads. The method of employing elected representatives to develop criteria for evaluation shall require the approval of three-fourths of the membership of the unit.
2. The criteria are to be reported in writing to the appropriate line unit heads, along with the procedure employed.

C. By December 1

1. All members of academic units who are voting members of the faculty, or their elected representatives, shall complete evaluations of incumbents who desire to be considered for reappointment in accordance with the established criteria. The method of employing elected representatives to conduct evaluations shall require the approval of three-fourths of the membership of the academic unit.
2. Written evaluations of a department chairperson shall be sent to the academic dean and school director. Written evaluations of a school director shall be sent to the academic dean. Written evaluations of academic deans shall be sent to the president.
3. The academic dean shall arrange for a discussion of the evaluation results with the person evaluated.

II. NOMINATING PROCEDURES

Alternative candidates for unit head positions shall be nominated and evaluated according to the following procedures (this shall not apply to academic deans—see Section VII-B of **Democratic Procedures in Academic Organization**):

A. By November 1

1. All members of an academic unit shall assemble for the purpose of nominating and selecting **not more than two** candidates from their unit, other than the incumbent, to be evaluated for the position by the unit as a whole, or

by their elected representatives. The method of employing elected representatives to make nominations or conduct evaluations shall require the approval of three fourths of the membership of an academic unit.

2. The method of selection of the candidates shall be reported in writing to the academic dean, including a full list of nominees and the results of all balloting.
3. Academic units which do not desire to nominate alternative candidates, or desire to nominate only one alternative candidate, shall so inform the academic dean. This shall require unanimous agreement of the unit membership.

B. By December 1

1. The evaluation of nominees is to be conducted in accordance with the same guidelines established for evaluation of the incumbent. The list of evaluators shall be the same as specified in **Democratic Procedures in Academic Organization, Part VI**.
2. Written evaluations of nominees for department chairpersons shall be sent to the academic dean and the school director. Written evaluations of nominees for school director shall be sent to the academic dean.
3. The nominees may request a discussion of the evaluation results with the appropriate line unit heads.

III. EVALUATION COMMITTEE

Procedure for faculty involvement in the selection of unit heads from outside the academic unit (this shall not apply to academic deans--see Section VI-C and VII of **Democratic Procedures in Academic Organization**):

- A. An academic unit may select an evaluation committee to evaluate candidates from outside the unit who have been identified by the administration as the leading candidate for a unit head position.
- B. The Committee's evaluation should be based upon the same criteria as used in evaluating the incumbent and the unit nominees so far as possible. These evaluations are to be submitted in writing to the appropriate line unit heads.
- C. The same Committee should be used in evaluating the incumbent, the unit nominees, and the candidates from outside the unit, if committees are employed in the two former cases.

IV. THE PRESIDENT AS THE APPOINTING OFFICER

The president of the College makes the final decision, subject to the approval of the Board of Regents, in regard to the appointment of all heads of academic units. Nominations by evaluators and search committees to the president of the College gives the president desired advice and counsel from the faculty. While the president is generally expected to choose between nominees or to agree in supporting a single nominee, the president may, in exceptional cases, after consulting with the academic dean and others involved, appoint someone else as head of an academic unit.

APPENDIX C

FACULTY SALARY PLAN AND SCALES FOR FACULTY EVALUATION

FACULTY SALARY PLAN (Approved by West Liberty State College Faculty Senate)

STEPS

- I. Before funds for salary increases are distributed, the president, after consultation with the Faculty Senate, sets aside a dollar amount from the available increase in personal services to correct inequities in current salaries as identified by school directors and department chairpersons and to provide for new positions, promotions, degrees, and replacements.
- II. Recommendations regarding merit are made by department chairpersons and school directors in consultation with the academic dean, then submitted to the president. Evaluation is expressed in merit points generated by measure of the merit factors listed below:

A. Merit Factors

1. **Teaching Performance.** Primary emphasis is on determination of skill in teaching, derived from (1) chairperson's evaluations which shall follow guidelines set down by members of the department and from (2) evaluations arrived at by processes agreed upon by members of a department. Suggested evaluative criteria are as follows:

Attitude toward subject
 Attitude toward students
 Classroom attendance and punctuality
 Class preparation
 Communication skills
 Encouragement to thinking
 Evaluation of students
 Knowledge of subject
 Organization of material

It is suggested that department chairpersons be guided by the following scale in determining merit points:

UNACCEPTABLE	MEETS EXPECTED LEVEL OF COMPETENCY	OUTSTANDING
		1 2 3 4 5 6 7 8 9 10 11 12 13 14
Needs Improvement		Exceeds Expected Competency

2. **Graduate Work.** This factor involves not only the holding of a terminal degree, but also the continued application of that achievement. The maximum merit value of two points may be granted to terminal degree holders who evidence continued application of their graduate work; to those who make significant progress toward a terminal degree that results in substantial professional growth; to others who are not working toward a terminal degree but who continue graduate work; to those who achieve professional certification. Travel, when considered to be primarily for educational purposes, should be considered as evidence of continued professional growth. Mere acquisition of credits and degrees, however, is insufficient. Graduate work must be in the area in which an individual is teaching or one closely related that strongly contributes to his/her teaching field.

UNACCEPTABLE	MEETS EXPECTED LEVEL		OUTSTANDING
		1	2

Needs Improvement Exceeds Expected Level of Activity

3. **Extra Curricular and Advising Activities.** These categories include activities such as academic advising, departmental and all-campus committees, and assisting student activities.

UNACCEPTABLE	MEETS EXPECTED LEVEL		OUTSTANDING
		1	2

Needs Improvement Exceeds Expected Level of Activity

4. **Professional Performance, Research, Publication, and Public Service.** These factors include activities such as membership in professional and scholarly organizations, attendance at meetings and election to office in such organizations, scholarly research, publication, serving as a resource person for community groups, speaking, and other public services.

UNACCEPTABLE	MEETS EXPECTED LEVEL		OUTSTANDING
		1	2

Needs Improvement Exceeds Expected Level of Activity

Total Possible Points: 0 to 20

Note: Before a dollar value for merit points is determined, a comparison of evaluations of the various schools and departments shall be made to assure equity of evaluation among schools and departments.

- III. The president shall remove a dollar amount for an across-the-board cost-of-living increase equal to 75% of funds available after consideration of Step I; after that, remaining funds are to be allocated for merit pay.
- IV. After consideration of Steps I and III, the remaining total salary increase shall be divided by the accumulated total of all merit points to yield a dollar value for each merit point.
- V. Individual salary increases are calculated by multiplication of merit-point dollar value by the total merit points evaluated for each faculty member. The generated amount is added to the previous year's salary.
- VI. Each faculty member will be provided with a copy of the evaluation report. This report is the responsibility of the department chairperson. Cases of faculty disagreement with the individual evaluation may be supported in writing and submitted within ten working days to the school director and department chairperson for reaction and transmittal to the academic dean. If the disagreement cannot be resolved in consultation with the school director and department chairperson, the matter will be referred to the academic dean.

Note: Any directive from the Board of Regents regarding distribution of the allotted salary increase will supersede part or all of this salary plan.

ANNUAL FACULTY EVALUATION REPORT

Name _____ Age _____

Present rank _____

School _____

Years of experience (full-time)

1. West Liberty _____
2. Other Colleges _____
3. Elementary-Secondary _____
4. Other (briefly explain) _____

Degrees held _____

Total graduate semester hours _____

Graduate semester hours beyond M.A. or M.S. _____

Recommendations

Retention or release

- ☐ 1. Recommend retention
- ☐ 2. Recommend release (if checked, do not complete promotion, tenure, and salary sections)

Promotion

- ☐ 1. Not eligible for promotion
- ☐ 2. Recommend promotion to rank of _____
- ☐ 3. Recommend no change

Tenure

- ☐ 1. On tenure
- ☐ 2. Not eligible for tenure
- ☐ 3. Recommend tenure status

Salary (based on procedures approved by Faculty Senate)

Merit Factors (place an X on continuum which best reflects your recommendation)

1. TEACHING PERFORMANCE

UNACCEPTABLE	MEETS EXPECTED LEVEL OF COMPETENCY														OUTSTANDING	
Needs Improvement	Exceeds Expected Competency															

2. GRADUATE WORK

UNACCEPTABLE	MEETS EXPECTED LEVEL		OUTSTANDING	
			1	2
Needs Improvement	Exceeds Expected Level of Activity			

3. EXTRA CURRICULAR AND ADVISING ACTIVITIES

UNACCEPTABLE	MEETS EXPECTED LEVEL		OUTSTANDING	
			1	2
Needs Improvement	Exceeds Expected Level of Activity			

4. PROFESSIONAL PERFORMANCE, RESEARCH, PUBLICATION and PUBLIC SERVICE

UNACCEPTABLE	MEETS EXPECTED LEVEL		OUTSTANDING	
			1	2
Needs Improvement	Exceeds Expected Level of Activity			

Total Merit Points _____

Comments (regarding inequities, across-the-board, and other factors relating to pay):

Recommendations based upon:

- ☐ 1. Confidential rating (documented by letter(s))
- ☐ 2. Students' suggestions
- ☐ 3. Colleagues' suggestions
- ☐ 4. Visits to classes (list dates)
- ☐ 5. Conferences (list dates)

Date

Department Chairperson

Date

School Director

**EXPLANATION RELATING
TO
FACULTY SALARY PLAN
AND ANNUAL FACULTY EVALUATION REPORT**

Within 30 calendar days of the beginning of each academic year, each school will hold a faculty meeting to discuss and reach general agreement on the interpretation and application of published guidelines for Merit Factors 1, 2, 3, 4 in the **ANNUAL FACULTY EVALUATION REPORT**. Agreement must be reached by the school director, department chairpersons, and members of the faculty of each school. If 25% of the faculty of a school should feel that agreement has not been reached at the meeting, another meeting will be called within ten (10) calendar days—the second meeting being held for the purpose of consultation with the final resolution being the responsibility of the academic dean. Comprehensive minutes of each meeting will be distributed to each faculty member within the school.

GUIDELINES FOR FACULTY EVALUATION

The following criteria serve as suggested guidelines for school directors, department chairpersons, and administrators when evaluating teacher effectiveness for the purpose of improving instruction. The criteria are listed alphabetically; no attempt was made to arrange them in order of importance.

Major Factors to Consider:

- Attitude toward Students
- Attitude toward Subject
- Classroom Attendance and Punctuality
- Classroom Image and Conduct
- Class Preparation
- Communication Skills
- Encouragement to Thinking
- Evaluation of Students
- Knowledge of Subject
- Organization of Material

Other Factors to Consider:

- Adherence to Institutional Policy
- Character
- Compatibility with Co-Workers and Staff
- Loyalty to College
- Membership in and Attendance at Meetings of Professional Organizations
- Participation in College and Community Activities
- Personal Appearance
- Professional Stature
- Public Appearances
- Publications
- Reaction to Suggestion and Criticism
- Research
- Self-Reliance and Confidence
- Sense of Humor
- Students Served (While students served is a factor in evaluation, it is imperative that consideration be given to the nature of the subject(s) taught and the methodology used in teaching.)

FACULTY EVALUATION REPORTS--DISTRIBUTION

In order to avoid real or imagined grievances arising from faculty evaluation reports, the Faculty Senate recommends that true and exact copies of all evaluative reports, including recommendations concerning contractual matters, be distributed to the faculty members involved.

The faculty distribution of the true and exact copies should precede the date of submission of official reports to the academic dean's office by a minimum of ten days.

APPENDIX D

WEST VIRGINIA BOARD OF REGENTS

AMENDED POLICY BULLETIN NO. 36

June 11, 1974

(Replaces Policy Bulletin No. 36, March 12, 1974)

POLICY REGARDING ACADEMIC FREEDOM AND RESPONSIBILITY, APPOINTMENT, PROMOTION, TENURE AND TERMINATION OF EMPLOYMENT OF PROFESSIONAL PERSONNEL

RESOLVED, That the West Virginia Board of Regents hereby amends its "Policy Regarding Academic Freedom and Responsibility, Appointment, Promotion, Tenure and Termination of Employment of Professional Personnel" adopted March 12, 1974, for professional personnel in the state system of higher education, and issued as its "Policy Bulletin No. 36," by deleting the language of Paragraph 9-G thereof, and by substituting in lieu of such language Paragraph 9-G as hereinafter set forth on page nine, effective July 1, 1974.

All academic appointments made after the effective date hereof shall be in conformity with this policy statement.

The provisions of this policy relating to qualifications, contracts and tenure status, shall not apply to personnel with an effective date of employment prior to July 1, 1974; provided, however, any such appointee wishing to be covered by these provisions relating to qualifications, contracts and tenure status, may request such coverage in writing prior to July 1, 1974, which request for such coverage, if approved by the President of the institution and the Board of Regents, shall entitle the appointee to coverage, and such coverage shall be noted in, and become a part of the individual's permanent file.

ACADEMIC FREEDOM AND RESPONSIBILITY APPOINTMENT, PROMOTION, TENURE AND TERMINATION OF EMPLOYMENT OF PROFESSIONAL PERSONNEL

1. Academic Freedom:

The necessity of academic freedom at West Virginia state colleges and universities is self-evident. The West Virginia Board of Regents recognizes that the vigilant protection of constitutional freedoms is nowhere more vital than in the colleges and universities under its jurisdiction. Faculty members and students must always remain free to inquire, study, and evaluate.

Academic freedom guarantees the liberty of members of the academic community to freely study, discuss, investigate, teach, conduct research and publish, depending upon their particular role at the institution. Administrators shall have the same freedom in these areas. While the term "academic freedom" is most often used in describing the rights of faculty members of a college or university, students are also entitled to the right of academic freedom. To all of those members of the academic community who enjoy academic freedom, there are, commensurate with such freedom, certain responsibilities.

Faculty members, whether tenured or on probationary status, shall be entitled to full freedom in research and in the publication of the results of such research, subject to the adequate performance of their other academic duties which may include designated research, extension service, and other professional duties. Further, each faculty member is entitled to freedom in the classroom in discussing the subject taught. In addition, when faculty members speak or write as citizens outside of the college or university, they shall be free from institutional censorship or discipline.

The concept of academic freedom should be accompanied by an equally important concept of academic responsibility. The faculty member at a West Virginia state college or university is a citizen, a member of a learned profession and a representative of an educational institution. As such, a faculty member, together with all members of the academic community, has the responsibility for protecting, defending, and promoting individual academic freedom and academic freedom for all members of the community. The faculty member is responsible also as a teacher for striving to speak with accuracy and with respect for the similar rights and responsibilities of others. In speaking only as an individual or for a limited group, the faculty member should not imply or claim to be a spokesman for the institution in which employed.

2. Appointment of Academic Personnel:

- A. The academic personnel at any of the institutions under the jurisdiction of the Board of Regents shall be those appointees of the Board of Regents at such institution who are assigned by the president of each such institution to academic duties which include teaching, research and/or service. This may include, upon the recommendation of the president of an institution and the approval of the Board of Regents, such professional personnel as librarians and those involved in off-campus service.
- B. Academic personnel appointed to render full-time service for the Board of Regents at any of the institutions shall be appointed to faculty positions in one of the following ranks:
 - (1) Professor
 - (2) Associate Professor
 - (3) Assistant Professor
 - (4) Instructor

- C. Other appropriate titles which more accurately indicate the nature of the position may be used upon the recommendation of the president of an institution and the approval of the Board of Regents.

3. **Service of Academic Personnel:**

- A. Personnel rendering full-time service to the Board of Regents at one of the institutions, but assigned to administrative or staff duties, either in addition to, or, for the time being, exclusive of, academic duties may, if qualified, be appointed to, or may retain, one of the foregoing faculty ranks in addition to any administrative or staff title.
- B. Academic personnel who are expected to render service limited to only part of their working time in any period, or to particular functions requiring only part of their professional attention to duties at an institution, or to only a brief association with an institution, shall be designated part-time and may be appointed to a position with one of the following titles:
 - (1) Any of the faculty ranks, but designated part-time, -visiting clinical, or adjunct, as applicable to describe the connection or function.
 - (2) Lecturer.
 - (3) Assistant, designated graduate, research, clinical or adjunct, as applicable to describe the connection or function.
- C. The president of an institution shall make all appointments to all positions at the institution, subject to approval of the Board.
- D. Every appointment of academic personnel at any institution shall be for one fiscal year, or part thereof, in accordance with and in compliance with the annual budget of the Board of Regents, or supplementary actions thereto, as provided by law.
- E. Every such appointment shall be in writing and a copy of the appointing document shall be furnished to the person appointed. Such document shall contain the terms and conditions of the appointment; provided, however, any special understandings stated therein shall be subject to the approval of the Board of Regents, or otherwise such special understandings shall be void.

4. **Faculty: Conditions of Appointment:**

- A. All full-time appointments to the faculty of an institution shall be of two kinds: probationary appointments and appointments with tenure.
- B. All part-time appointments, as defined in 3-B, shall be neither probationary appointments nor appointments with tenure, but shall be appointments only for the periods specified in the appointments and for the purposes specified in the appointments with no other interest or right obtained by the

person appointed by virtue of such appointment except as specified in such appointments.

- C. The appointment of a person to a full-time faculty position at an institution is made subject to the following conditions:

- (1) The appointee shall render full-time service to the institution to which appointed. Outside activities shall not be restricted unless such activities or employment interfere with the adequate performance of academic duties. The administration of each institution shall establish a program of periodic review of outside services of appointees to guide faculty members.
- (2) If outside employment or service interferes with the performance of the regular institutional duties of the appointee, the institution has the right to make such adjustments in the compensation paid to such appointee as are warranted by services lost to the institution, and institutional equipment and materials used.

5. **Joint Appointments:**

- A. Faculty members may be appointed to perform academic duties at two or more institutions, which duties may include teaching, research, counseling, or other services. For administrative purposes, one institution shall be designated the faculty member's "home institution," which institution shall be responsible for granting promotions, raises in salary and tenure; provided, however, when cause therefore shall occur, appropriate counseling, disciplinary action, etc., shall be the responsibility of the institution where the occurrence arose.
- B. The conditions and the details of the faculty member's joint appointment, including the designation of his "home institution" and other special arrangements, which may include reasonable expenses, shall be specified in the contract agreed to by the faculty member and the presidents of the institutions sharing his services. Joint appointments will only be made with the consent of the employee.
- C. Full-time faculty members appointed under joint or contractual appointments shall continue to be considered full-time employees of the "home institution."

6. **Promotions:**

- A. Within the following framework each president shall establish, in cooperation with the faculty or duly elected representatives of the faculty, guidelines and criteria for promotion.
 - (1) There shall be demonstrated evidence that the promotion is based upon a wide range of criteria such as: excellence in teaching, significant contribution and service to the college community, experience, academic achievement, professional growth, research, potential for continued professional growth, and service to the people of the State of West Virginia.
 - (2) There shall be demonstrated evidence that in the process of making evaluations for promotions there is

participation of persons from several different groups such as: peers from within and from without the particular unit of the institution, department chairperson, dean, and students.

- (3) There shall be no practice of granting promotion routinely nor of denying promotion capriciously.
- (4) The institution shall submit its guidelines and criteria for promotion to the Board of Regents for approval and shall make available such guidelines and criteria to its faculty.

7. **Faculty Resignation:**

- A. If a member of the faculty desires to terminate an existing appointment at the end of the academic year, or to decline a renewal, notice shall be given in writing at the earliest opportunity. Professional ethics, however, should dictate the consideration of the institution's need for having a full complement of faculty at the beginning of the academic year.

8. **Tenure:**

- A. Tenure is a system designed to protect academic freedom and to provide professional stability for the experienced faculty member. It is a means of protection against the capricious dismissal of an individual who has served faithfully and well in the academic community. Continuous self-evaluation as well as periodic evaluation by peer and administrative personnel is essential to the viability of the tenure system. Tenure should never be permitted to mask irresponsibility, mediocrity, or deliberate refusal to meet academic requirements or professional responsibilities. Tenure applies to those faculty members who qualify for it and is a means of making the teaching and research profession attractive to persons of ability.
- B. Tenure shall not be granted automatically but shall result from action by the West Virginia Board of Regents upon the recommendation of the president following consultation with the department concerned.
- C. Tenure status may be attained by all full-time employees who hold faculty rank of Assistant Professor or above and whose major assignment is of an academic nature and shall not be contingent upon promotion in rank.

9. **Probation:**

- A. When a full-time faculty member is first appointed to teach in any of the institutions of higher education under the jurisdiction of the West Virginia Board of Regents, the appointment shall be on a probationary status, except that persons as defined in 3-B shall not be considered as being either on probation or on tenure.
- B. The terms and conditions of every appointment shall be stated in writing with a copy of the agreement in the possession of both the institution and the individual concerned before the effective date of the appointment.
- C. The maximum period of probation shall not exceed seven

years; and at the end of six years any non-tenured faculty member will be given notice in writing of tenure, or offered a one-year written terminal contract of employment. Any reduction in this period may be determined at the discretion of the president of each institution within the following guidelines:

- (1) A faculty member appointed to the rank of Instructor shall, if not elevated in rank, serve the maximum seven-year probationary period, and decision thereon shall be made at the end of the sixth year.
 - (2) An Assistant Professor may be eligible for consideration for tenure at the end of three years in that rank and at that institution.
 - (3) An Associate Professor or Professor may be eligible for consideration for tenure at the end of two years in these ranks and at that institution.
- D. All faculty members shall serve a minimum two-year probationary period, except under special conditions established by the institution, the president may recommend to the Board of Regents that an Associate Professor or a Professor be granted tenure at the time of initial appointment.
- E. Administrative personnel with minor academic assignments shall not accrue service credit toward satisfying the probationary period.
- F. Employment during summer terms, in part-time positions or during periods of leaves of absence, shall not be credited toward satisfying the probationary period.
- G. During the probationary period contracts will be issued on a year-to-year basis and appointments may be terminated with or without cause at the end of any contract year. During such probationary period no reason for non-retention or nonreappointment need be given. An appeal from the president's decision as to non-retention may be made by the non-tenured faculty member to the Board of Regents, which will review the decision of the president to determine whether the same has afforded procedural due process and was not in violation of the constitutional rights of the non-tenured faculty member.
- H. The president of each college or university shall give written notice to non-tenured faculty concerning their retention or non-retention as follows:
- (1) Not later than March 1 of the first academic year of service.
 - (2) Not later than December 15 of the second academic year of service.
 - (3) At least one year before the expiration of an appointment after two or more years of service in the institution.
- I. Institutions shall involve the faculty in the periodic review of the performance of academic duties of non-tenured faculty members and the faculty member shall be informed of the results of such reviews in writing.

10. **Grievance Procedure:**

- A. "Grievance" shall mean a claim or complaint based upon an event or condition which affects the welfare or condition of appointment of academic personnel and which does not involve causes for dismissal or termination of employment as defined by 11 herein.
- B. Each institution shall establish fair and equitable grievance procedures at the lowest administrative level for the purpose of securing equitable solutions to the problems which may from time to time arise affecting academic personnel.

11. **Dismissal and Termination of Employment of Tenured Personnel:**

- A. **Causes for Dismissal:** The dismissal of a faculty member with tenure, or of any faculty member before the end of a specified period of appointment, shall be effected only pursuant to the procedures provided in these policies, and only for any of the following causes:
 - (1) Demonstrated incompetence or dishonesty in the performance of professional duties.
 - (2) Personal conduct which substantially impairs the individual's fulfillment of institutional responsibilities.
 - (3) Insubordination by refusal to abide by legitimate reasonable directions of the administration or of the Board of Regents.
 - (4) Physical or mental disability making the faculty member unable, within a reasonable degree of medical certainty and by reasonably determined medical opinion, to perform assigned duties.
 - (5) Substantial and manifest neglect of duty.
- B. **Termination of Employment:** A tenured faculty member's appointment may be terminated because of a bona fide financial exigency or the reduction or elimination of an existing program at the institution for which no other program or position exists requiring equivalent competency, and only as a last resort after all reasonable efforts have been made to meet the need in other ways. Decisions in these matters shall be reached after a collaborative assessment by administration and faculty, and prompt written notice of such termination shall be given to the faculty member by certified mail.
- C. **Notice of Dismissal for Cause:** The president of the institution shall institute proceedings by giving the faculty member a written dismissal notice by registered or certified mail, which dismissal notice shall contain:
 - (1) Full and complete statements of the charge or charges relied upon,
 - (2) a copy of any pertinent rules and regulations governing the faculty member's procedural rights, and
 - (3) a statement that the faculty member has the right to elect to have the hearing conducted either by the Hearing Committee or a Hearing Examiner.
- D. **Answer and Service:** Within 30 days from the date of the receipt of the dismissal notice the faculty member may file a

written answer to the charges. The period for filing the answer may be extended by the president for good cause. The answer shall also contain a request for either a hearing by the Hearing Committee or Hearing Examiner. If the faculty member fails to file a timely answer, the notice of dismissal shall be final.

12. Hearings: *

In order to assure a fair and impartial hearing, a dismissed faculty member shall receive a written notice of hearing as hereinafter provided and may avail himself of either one of the following two hearing procedures:

A. Hearing Committee: Each year the faculty of each institution shall elect thirteen faculty members representative of the various ranks in the institution who shall be known as the Hearing Panel. In the event of a vacancy for any cause the faculty shall fill the vacancy. If the request is for a hearing before the Hearing Committee:

- (1) The president shall furnish the faculty member, in writing, a list of nine of the thirteen faculty members of the Hearing Panel as herein set forth, with instructions to strike four names and return the list to the president within five working days. If for any reason the faculty member fails to strike, the president shall within five working days strike a sufficient number to reduce the members to five which shall constitute the Hearing Committee.
- (2) The president shall promptly notify, in writing, the five members of their selection as the Hearing Committee, and of their need to select from their membership a chairperson, and shall designate a time and place for their meetings to make such selection and to set a date for hearing the charge or charges.
- (3) The chairperson shall give notice by certified mail to the concerned parties of the time and place for hearing the charge or charges which time shall be not less than ten days nor more than twenty days from the date of the notice thereof.

B. Hearing Examiner: If the request is for a hearing before a Hearing Examiner:

- (1) The president shall so notify the Board of Regents, which shall appoint a duly qualified disinterested attorney at law as a Hearing Examiner and shall submit the name and address of such Hearing Examiner to the president and to the dismissed faculty member.
- (2) The Hearing Examiner shall determine the time and place for a hearing to be held and shall give notice by certified mail to the concerned parties. Such hearing date shall be not less than ten days nor more than twenty days from the date of appointment of the Hearing Examiner.

C. Hearing shall be Conducted as Follows:

- (1) The Committee or the Examiner will hear such proof of

facts as may be deemed proper and reasonable and make such investigation and enter such recommendations as the facts justify and the circumstances may require.

- (2) The hearing will be conducted with as little delay as possible.
- (3) The faculty member shall have the right to have an advisor, but such advisor shall not be a person other than a member of the faculty or staff of the institution, unless specifically permitted by name by the Committee or the Examiner.
- (4) Witnesses will be examined under oath in the manner and form and in the order designated by the Committee or the Examiner.
- (5) Formal court rules of evidence shall not apply in such hearings.
- (6) Testimony shall be recorded, and a transcript thereof shall be prepared.
- (7) A copy of the transcript of the testimony together with copies of the exhibits shall be furnished to the faculty member, at no charge, upon his request.
- (8) As soon as practical after the hearing, the Committee or Examiner shall deliver to the president a copy of the record of the hearing with the recommendation of the Committee or Examiner and shall provide a copy of the recommendation to the faculty member. The president shall, within twenty days after receiving the record and recommendation, issue a decision in writing to the faculty member by certified mail, and such decision shall be final unless the faculty member institutes an appeal to the Board of Regents under the procedure set forth hereinafter.

- D. Amendments: Technical forms and allegations in pleadings are not required to be observed and amendments or supplemental statements may be made and filed at the discretion of the Hearing Committee or the Hearing Examiner.

13. **Appeal to the Board of Regents:**

- A. An appeal as of right from the final decision of the president of the university or college may be taken by the faculty member by filing a written notice of intent to appeal with the Board of Regents within 10 days after receiving the final written decision of the president.
- B. Within 30 days after filing the notice of intent to appeal, a petition shall be filed with the Board of Regents containing a statement of the reasons why the final decision of the president is in error together with a complete record of the proceedings.

- C. Within 60 days after receipt of the appeal, the Board of Regents shall consider the appeal on the record submitted and may take such action as it deems reasonable and proper in all the circumstances and in answer to all of its responsibilities under the law.
- D. Time is of the essence, and in the event the faculty member fails to file the notice of intent to appeal and the petition of appeal as required in provisions "A" and "B" of this section, the decision of the president shall be final.

Adopted: West Virginia Board of Regents

March 12, 1974

9-G Amendment adopted

June 11, 1974

APPENDIX E

GRIEVANCE PROCEDURES

Faculty grievances are to be resolved in the following systematic way:

1. The appellant faculty member should make every effort to resolve his/her difficulty through consultation first with his/her department chairperson, then his/her school director, and then the academic dean.
2. Failing resolution of the difficulty at each of these levels, the faculty member may request in writing to the president of the College, that an ad hoc Faculty Grievance Committee be selected. The president will inform the Faculty Senate of this request for a Grievance Committee. The president will select two members of this Committee and the Faculty Senate will nominate and elect three members of this Committee. The Committee will select its own chairperson and will report its recommendations to the president of the College.
3. Ordinarily, a separate Grievance Committee will be selected for each case. Each Committee will develop its own procedures (they may use the suggested procedures appended here). These Committee procedures will be submitted, in writing, to the Personnel Policy Committee of the Faculty Senate. Any challenge that the Committee is not following the procedures that it agreed to will be decided by the Personnel Policy Committee. In such challenges, their written conclusions will be submitted to the Committee chairperson, the parties of the dispute, and to the president of the College.
4. The faculty member will put in writing to the Grievance Committee the nature of the grievance and shall state against whom the grievance is directed. The written statement shall contain any factual data or other evidence which the faculty member deems pertinent to his/her case. He/She, or the party against whom the grievance is made, shall each have two peremptory challenges against members of the Committee. These challenges are to be made no later than the first Committee meeting. Challenged members will be replaced by the appointing agency within ten (10) working days.
5. The Committee will have the right to decide whether a grievance has been initiated within a reasonable length of time, normally sixty (60) days, and to determine whether or not the facts merit a detailed examination. Submission of a grievance will not automatically entail an extensive investigation or the detailed consideration thereof.
6. The Grievance Committee makes as detailed an investigation as it deems fit to acquire fuller perspective on the grievance. If interviews and/or hearings are held, a record shall be kept of what transpires.

7. In matters other than dismissal or termination of employment as defined in Board of Regents' Policy Bulletin No. 36, Section. 11, the Committee may seek to bring out a settlement of the issue satisfactory to both parties. If not, the Committee will report its recommendations to the president of the College. If the Committee brings about a settlement on its own, the president will be so informed.
- *8. In the case of the non-reappointment of a non-tenured faculty member who alleges that considerations violative of academic freedom significantly contributed to the decision not to reappoint, the appellant faculty member is responsible for stating the grounds upon which he/she bases his/her allegations, and the burden of proof shall rest upon him/her. If he/she succeeds in establishing a prima facie case, those responsible for the decision against the appellant must produce evidence in support of their decision.
- *9. In the case where a non-tenured faculty member charges inadequate consideration as the reason for non-reappointment, such complaints are likely to relate to professional judgement, where the chairperson and his/her colleagues of a department have primary responsibility. The basic function of the Grievance Committee in such cases is to determine whether the decision of the department was adequate in terms of such procedural matters as seeking out and considering all available evidence and using proper and relevant standards. Procedural matters include the meeting of deadlines on notices of non-reappointment as they are stated in the faculty handbook. The Grievance Committee is not to substitute its judgement on substantive issues but, if it concludes that there was inadequate consideration, it shall recommend to the president of the College that the department reconsider its judgement. In such instances, the Committee should indicate the respects in which it believes that consideration was inadequate.
10. Copies of all final written recommendations of the Grievance Committee will be made to the president of the College. Copies will also be sent to the appellant faculty member and to the party against whom he/she has the grievance. A copy of the recommendation shall be filed with the secretary of the Faculty Senate.
11. When an appellant faculty member, or the person against whom the grievance is directed, brings legal counsel to a Grievance Committee meeting, further consideration by the Grievance Committee shall be terminated at the request of the appellant faculty member, or the person against whom the grievance is directed, or a majority of the Grievance Committee; however, the person who brings legal counsel does not have the right to request termination of the proceedings.

*Applies only to the non-reappointment of a non-tenured faculty member.

12. When both the appellant faculty member and the person against whom he/she has a grievance are required to attend a Committee meeting, each shall be allowed an advocate. In the case of the faculty member, he/she may choose a member of the Liaison Committee, an AAUP member, or some other faculty member.

SUGGESTED PROCEDURES FOR GRIEVANCE HEARINGS

While each Committee will develop its own procedures, the following are suggested as guidelines:

1. The legal concept of evidence "beyond a reasonable doubt" is to serve as a criterion for validity of evidence—hearsay evidence is generally inadmissible.
2. Witnesses may be called by either side.
3. Witnesses may be cross-examined by either side. While either side may call student witnesses—and submit questions to be asked of them—such student witnesses will normally be examined in executive session.
4. Supporting documents may be entered into evidence by either side. These will be made available to the other involved party. The Committee may set a deadline beyond which it will receive evidence.
5. Each side may present its arguments without interruption; however, Committee members may interrupt for purposes of: (1) inquiry, or (2) questioning relevance of the testimony.
6. Any member of the Committee may, at any time, call for an executive session to discuss procedural matters only.
7. Both parties have the right to an advocate.
8. In other than executive sessions, all meetings will be tape recorded. Said recordings will be retained as a matter of permanent record. These tapes are available to both parties and to members of the Committee. At the conclusion of the hearing, they will be filed in the President's Office (and retained for at least three years), though they will continue to be available only to the parties to the dispute or members of the Grievance Committee at the discretion of the president.
9. The Committee reserves the right to call witnesses. Said witnesses may be questioned either in regular or executive session, or in both regular and executive session. The Committee also reserves the right to ask for written documentation.

10. A copy of the procedures adopted by the Committee will be filed with the Personnel Policy Committee of the Faculty Senate. Any challenge that the Committee is not following its adopted procedures will be decided by the Personnel Policy Committee of the Faculty Senate. Challenges may be made by either of the involved parties or by any Committee member.